

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
(exp 05/31/2006)

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 2006 - 2010

Streamlined Annual Plan for Fiscal Year 2006

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: Housing Authority of the City of Milwaukee **PHA Number:**
 WI002

PHA Fiscal Year Beginning: (mm/yyyy) 01/2006

PHA Programs Administered:

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

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)

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

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

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

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)
Provide decent/quality, safe and affordable housing with transition options for those who desire them. "Transition option" is defined as the opportunity for residents to self-determine their interest in, and have access to, housing options that support long-term self-sufficiency.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) 90
 - Improve voucher management: (SEMAP score) 100

- Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - 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: (for units developed with FY2005 HOPE VI funds)
 - Convert public housing to vouchers:
 - Other: (list below)
- Develop new units for homeownership

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

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

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)
Enroll additional families in the "Make Your Money Talk" program.

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)

- Sell 20 public housing units under the Section 5(h) homeownership program. 12/31/06
- Convert 20 Section 8 clients to homeownership under the Section 8(y) homeownership option. 12/31/06
- Continue the Highland HOPE VI redevelopment project including on-site rental and homeownership unit construction. 12/31/07
- Continue the Scattered Sites HOPE VI redevelopment program including the demolition of existing units and construction of new single-family homes. 12/31/07
- Complete construction of new Cherry Court facility. 12/31/06
- Continue the operation of the VA SRO facility. 12/31/06
- Enroll and graduate 20 families from the "Make Your Money Talk" program. 12/31/06
- Provide 30 educational scholarships. 12/31/06
- Submit funding applications, including application for HOME funds to develop public housing rental units in conjunction with HOPE VI funds, regulatory waiver requests including a request for project-based Section 8 authority and related program applications necessary to support the revitalization of public housing, including Convent Hill. 12/31/06
- Implement a plan to comply with the asset repositioning requirements of HUD's Operating Fund Rule. 12/31/06
- Continue to monitor strategies implemented to adjust HACM's Section 8 tenant-based Housing Choice Voucher Program utilization to respond to HUD funding policy. 12/31/06
- Continue partnerships and MOA's with, and provide appropriate admissions preferences for clients referred to HACM's Section 8 Housing Choice Voucher Program by, META House, The Salvation Army, the Milwaukee Community Services Corps, Milwaukee Public Schools, the Ellsworth Project, Milwaukee Jobs Initiative and the YWCA. 12/31/06

- Continue partnerships and MOA's with, and provide appropriate admissions preferences for low-income public housing for clients referred by local organizations in conjunction with the Second Chance Program. 12/31/06
- Continue partnerships with the Dominican Sisters and ACTS for the conversion of obsolete scattered sites public housing units to homeownership. 12/31/06
- Continue to participate in the city's Continuum of Care. 12/31/06
- Maintain "High Performer" status under HUD's public housing and Section 8 program assessment systems. 12/31/06
- Consider policy recommendations related to providing domestic violence preferences for the public housing and Section 8 HCV programs. 12/31/06
- Apply for grants from all potential funding sources to support HACM's public safety, resident education and resident employment programs. 12/31/06
- Establish replacement reserves to support the revitalization of public housing. 12/31/06
- Leverage the Housing Authority's Capital Fund based on the analysis of needs, to support HACM's portfolio improvement and asset repositioning goals. 12/31/06
- Allocate 38 Section 8 Housing Choice Vouchers for Project Based Assistance to support the Convent Hill redevelopment project.
- Comply with the requirements of the Regulatory and Operating Agreements for public and assisted housing units owned by the Highland Park Development, LLC, the Cherry Court LLC and the Carver Park LLC. 12/31/06
- Develop a mixed finance redevelopment plan for Westlawn and apply for appropriate resources including the Hope VI revitalization grants and Low Income Housing Tax Credits. 12/31/06
- Submit an application to HUD for authorization to sell 50 additional public housing units and convert HACM's existing Section 5(h) program to a Section 32 Homeownership program. 12/31/06
- Establish an Endowment Fund for Highland Park HOPE VI families and Scattered Sites families. 12/31/06
- Actively participate in the West Side Plan, Northeast Side Plan and Northwest Side Plan for the City of Milwaukee and develop/implement revitalization plans for public housing in these neighborhoods. 12/31/06
- Provide leadership training for members of the Resident Organizations and Resident Councils. 12/31/06
- Designate one member of the Resident Advisory Board to assist HACM staff in reviewing applicants for academic scholarships. 12/31/06

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)
 - Admissions and Continued Occupancy Policy **ATTACHMENT A**
 - Section 8 Administrative Plan **ATTACHMENT B**
 - CFP One-Five Year Plan **ATTACHMENT C**
 - 2004 CFP Annual Report 6-30-05 **ATTACHMENT D**
 - 2003 CFP Annual Report 6-30-05 **ATTACHMENT E**
 - 2004 RHF Annual Report 6-30-05 **ATTACHMENT F**
 - Organizational Chart **ATTACHMENT G**
 - Agency Plan Resolution **ATTACHMENT H**
 - Public Hearing Notice and Comments **ATTACHMENT I**
 - Resident Advisory Board membership, agendas, minutes **ATTACHMENT O,P,Q,R&S**

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

ATTACHMENT J

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; ATTACHMENT K

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

Form HUD-50070, Certification for a Drug-Free Workplace; (NO LONGER REQUIRED)

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

ATTACHMENT L

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

Executive Summary (optional)

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

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	7,168,818 (estimate)	Operations
b) Public Housing Capital Fund	7,833,037 (estimate)	
c) Annual Contributions for Section 8 Tenant-Based Assistance	28,663,754	Section 8 Housing Assistance Payments and Administration
d) Community Development Block Grant	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI (Highland Park)	3,610,139	Highland redevelopment
HOPE VI (Scattered Sites)	19,333,957	Sattered Sites Redevelopment
Public Housing Capital Fund (FY03)	1,952,830	
Public Housing Capital Fund (FY04)	3,131,695	
Public Housing Capital Fund (FY05)	5,372,358	
Replacement Housing Factor Funds (FY 04)	619,222	Public Housing Replacement
Replacement Housing Factor Funds (FY 05)	234,290	Public Housing Replacement
ROSS Homeownership Support Services (FY02)	342,301	Homebuyer Counseling
ROSS Homeownership Support Services (FY03)	334,009	Homebuyer Counseling

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
ROSS Homeownership Support Services (FY04)	350,000	Homebuyer Counseling
ROSS RSDM (FY 02)	46,417	PH Supportive Services
ROSS RSDM (FY 03)	253,433	PH Supportive Services
ROSS RSDM (FY 04)	350,000	PH Supportive Services
ROSS Neighborhood Networks (FY02)	22,478	PH Supportive Services
ROSS Neighborhood Networks (FY03)	206,511	PH Supportive Services
ROSS Neighborhood Networks (FY04)	200,000	PH Supportive Services
HOPE VI Neighborhood Networks (FY03)	250,000	Cherry Court
Public Housing FSS (FY 04)	63,000	PH Supportive Services
Dept of Agriculture, Food Stamp Outreach	116,458	PH Supportive Services
Drug Free Communities	24,577	Public Housing Public Safety
Homeland Security	29,471	Public Housing Public Safety
Continuum of Care	572,500	Single Room Occupancy facility
3. Public Housing Dwelling Rental Income (estimate)	11,138,960	
4. Other income (list below)		
Section 5(h) Sales	600,000 (estimate)	Homeownership
LIHTC	825,000	Cherry Court Redevelopment
LIHTC	670,100	Convent Hill Redevelopment
Investment	55,000 (FY05)	Operations
Miscellaneous	441,380 (FY 05)	Operations
4. Non-federal sources (list below)		
HACM owned Housing	5,320,790	Operations
Total resources	\$100,132,485	

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 Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (Elderly high-rise/disabled/singles)			
<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	1,490		1,200
Extremely low income <=30% AMI	1,361	91.3%	
Very low income (>30% but <=50% AMI)	113	7.6%	
Low income (>50% but <80% AMI)	16	1.1%	
Families with children	NA (Designated Housing Plan)		
Elderly families* (*includes near elderly)	294	19.7%	
Families with Disabilities	450	30.2%	
Families with Singles	746	50.1%	
Race/ethnicity Black	1,268**	85.1%	
Race/ethnicity White	205**	13.7%	
Race/ethnicity Hispanic	60**	4.1%	
Race/ethnicity American Indian	9**	.6%	
Race/ethnicity Asian	6**	.4%	

Housing Needs of Families on the Waiting List			
** Individuals may self-identify more than one race and/or ethnicity.			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,477	99.1%	
2 BR	12	.9%	
3 BR	NA		
4 BR	NA		
5 BR	NA		
5+ BR	NA		
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 checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
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	236		250
Extremely low income <=30% AMI	215	91.0%	
Very low income (>30% but <=50% AMI)	19	8.0%	
Low income (>50% but <80% AMI)	2	1.0%	
Families with children	139	59.0%	
Elderly families	1	.1%	
Families with Disabilities	1	.1%	

Housing Needs of Families on the Waiting List			
Race/ethnicity Black	217	92.0%	
Race/ethnicity White	10	4.2%	
Race/ethnicity Hispanic	6	2.5%	
Race/ethnicity Other	3	1.3%	
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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 68 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" 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)
Continue to actively participate in the city's Continuum of Care

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

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
Administer a preference for placement of families with a broad range of incomes regardless of source.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
Work with the Continuum of Care to develop more permanent housing opportunities for homeless.
Continue to work with HUD and HHS on the Interagency Cooperation Agreement and pilot program for assisted living conversion of elderly public housing.

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)
Continue to work with Independence First to expand homeownership opportunities for individuals and families with disabilities and work with the Continuum of Care to expand opportunities through partnerships.

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)
Open Section 8 wait list.

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 2004 grants)		
a) Public Housing Operating Fund	7,168,818 (estimate)	Operations
b) Public Housing Capital Fund	7,833,037 (estimate)	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) Annual Contributions for Section 8 Tenant-Based Assistance	28,663,754	Section 8 Housing Assistance Payments and Administration
d) Community Development Block Grant	0	
e) HOME	?? (Bobbi)	Housing Development
Other Federal Grants (list below)		
Replacement Housing Funds	249,000	Housing Development
2. Prior Year Federal Grants (unobligated funds only) (list below)		
HOPE VI (Highland Park)	?? (Bobbi)	Highland redevelopment
HOPE VI (Scattered Sites)	??	Scattered Sites Redevelopment
HOPE VI Demolition	42,000??	Scattered Sites Demolition
ROSS Homeownership Support Services (FY03 & FY 04)	500,000	Homebuyer Counseling
ROSS RSDM (FY 03 & FY 04)	610,000	Supportive Services
ROSS Neighborhood Networks	370,000	PH Supportive Services
HOPE VI Neighborhood Networks (FY??)	?? (Bobbi)	Highland Park
HOPE VI Neighborhood Networks (FY??)	?? (Bobbi)	Cherry Court
Public Housing FSS (FY 04)	30,000	PH Supportive Services
Dept of Agriculture, Food Stamp Outreach	50,000	PH Supportive Services
CFP (FY 03)	?? (Bobbi)	PH Modernization
Replacement Housing Factor Funds (02/01)	??	Public Housing Replacement
Homeland Security	0	Public Housing Public Safety
Continuum of Care	572,500	Single Room Occupancy facility
3. Public Housing Dwelling Rental Income (estimate)	11,138,960	
4. Other income (list below)		
Section 5(h) Sales	600,000 (estimate)	Homeownership
LIHTC	?? (Bobbi)	Cherry Court Redevelopment
Investment	55,000 (FY05)	Operations
Miscellaneous	441,380 (FY 05)	Operations

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
HACM owned Housing	5,320,790	Operations
Total resources	\$??	

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)
Within 3-4 months of anticipated occupancy.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
Any family member who has been convicted of manufacture or production of methamphetamine in a public housing or Section 8 assisted property;

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

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

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

program; has otherwise been rehabilitated successfully; or is participating in a supervised drug or alcohol rehabilitation program);

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

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

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

- PHA main administrative office
 PHA development site management office
 Other (list below)
Via U.S. mail

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.*

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:

d. 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? 2

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

Townhomes at Carver Park (tax credit & private market units only)

Highland Park Midrise (tax credit units only)

Cherry Court (tax credit units only)

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

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)
Through Friends of Housing Corporation

(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)

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

- a. Emergency transfers: where conditions pose an immediate threat to the life, health or safety of a family member (depending upon the nature/severity of an emergency, an emergency transfer(s) may take priority over a new admission);
- b. Incentive transfers: for families who live in a development where their income category (below or above 30% of area median) predominates and the family

wishes to move to a development where their income category does not predominate;

- c. Immediate administrative transfers: permit family members needing accessible features to move to a unit with such a feature or to enable modernization work to proceed;
- d. Regular administrative transfers: are made to offer incentives to families willing to help meet certain HACM occupancy goals, to correct occupancy standards where the unit is an inappropriate size and composition of the family; for non-emergency but medically advisable transfers, to allow qualified residents to take advantage of HACM's designated housing plan (i.e. to transfer from a mixed population to an elderly-only high-rise building); and other transfers approved by HACM when a transfer is the only or best way of solving a serious problem.

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

All preferences are ranked within date and time of application:

Most in need;

Broad range of income

Placement from HACM-owned non-subsidized housing

Designated housing

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

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

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials

- Other source (list)
Resident handbook

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: 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 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)]

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)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

Changes in regulations, policies, procedures and other pertinent information related to the program.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

The waiting list is currently closed however, when it is open persons may apply through a telemarketing service, via the internet, or at a predetermined location that is announced at the opening of the waiting list. The application process will be publicly announced at least 60 days prior to opening the wait list. HACM may use a lottery system to create a wait list of 2000 applicants.

(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:

Initially vouchers are issued for 120 days.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting

more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Catastrophic life/imminent danger
Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

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

1 Date and Time

Former Federal preferences:

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

1 Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Catastrophic life/imminent danger
Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.12 (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:
Standard exclusion of \$2,000 per household for each public housing household with earned income with the deduction in effect for up to 12 months.
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
Households are required to report any increase in income greater than \$80.00 per month within 10 days of the date of the increase. As long as the family properly reports the increase, the additional income will not be used to determine rent until the next regularly scheduled annual eligibility recertification. Families are also required to report if a member has been added to the family through birth or adoption or court-awarded custody or a household member is leaving or has left the family unit.

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

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but 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)

HACM has set the minimum rent as \$50.00. However, if the family requests hardship exemption, HACM will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

A hardship exists when the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.

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

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.).

Consistent with 9(g)(1) of the Housing Act of 1937, as amended, 42 USC 1437g(g)(1), HACM reserves its right, with respect to any allocation of Capital Funds, to exercise flexibility to the fullest extent permitted by law.

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: Highland Park

Development (project) number: WI002006A

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

Development name: Scattered Sites

Development (project) number: WI 2-10, 2-20, 2-21, 2-24, 2-26, 2-27, 2-30 and 2-35

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:
Westlawn

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:
Highland Park
Convent Hill
Cherry Court

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:
Scattered Sites (Replacement Housing Factor funds and HOME funds)

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: Scattered Sites
1b. Development (project) number: WI 2-10, 2-21, 2-24, 2-26 and 2-30
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>12/22/2003</u>
5. Number of units affected: 6
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/30/2003 b. Projected end date of activity: 9/30/2006

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites
1b. Development (project) number: WI 2-10, 2-20, 2-21, 2-24, 2-26, 2-27, 2-30 and 2-35
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>3/17/2005</u>
5. Number of units affected: 71
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development

<input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/31/2005 b. Projected end date of activity: 05/31/2009

Demolition/Disposition Activity Description
1a. Development name: Scattered Sites 1b. Development (project) number: WI002020
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>3/17/2005</u>
5. Number of units affected: 8
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/01/2004 b. Projected end date of activity: 9/30/2005

Demolition/Disposition Activity Description
1a. Development name: Highland Park 1b. Development (project) number: WI002006A
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>04/09/2003</u>
5. Number of units affected: 220
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/31/2007 b. Projected end date of activity: 6/30/2007

Demolition/Disposition Activity Description
1a. Development name: Westlawn (Silver Spring Neighborhood Center)

1b. Development (project) number: WI002002
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>06/02/2004</u>
5. Number of units affected: 0 (non-dwelling)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/02/2004 b. Projected end date of activity: 12/31/2005

Demolition/Disposition Activity Description
1a. Development name: Parklawn (Family Investment Center)
1b. Development (project) number: WI002007
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>8/3/2004</u>
5. Number of units affected: 0 (non-dwelling)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 09/01/2004 b. Projected end date of activity: 12/31/2005

Demolition/Disposition Activity Description
1a. Development name: Convent Hill
1b. Development (project) number: WI002003
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>6/9/2005</u>

5. Number of units affected: 120
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: 12/1/2006 b. Projected end date of activity: 12/31/2006

Demolition/Disposition Activity Description
1a. Development name: Hillside Family Resource Center
1b. Development (project) number: WI002004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 6/30/2006
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/30/2006 b. Projected end date of activity: 10/30/2006

Demolition/Disposition Activity Description
1a. Development name: Convent Hill
1b. Development (project) number: WI002003
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 6/30/2007
5. Number of units affected: 120
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: 10/1/2007 b. Projected end date of activity: 6/30/2008

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? 200

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:
Minimum annual income of \$15,000 required.
Maintenance of minimum income required for continued eligibility.
HACM has agreed to partner with a local non-profit to offer homeownership vouchers to families with disabilities.

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

Require all participants to attend homeownership counseling classes.
Review all mortgage approvals in an effort to identify predatory lenders.

(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).

HACM has administered a Section 5(h) program and sold more than 154 units since 1994.

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 2005 - 2009.)

The Housing Authority of the City of Milwaukee (HACM) has developed its FY 2006 Agency Plan in accordance with applicable federal regulations utilizing the electronic template. HACM's five-year plan continues to employ the broad mission and goals outlined by the U.S. Department of Housing and Urban Development along with a series of program specific goals for the upcoming year. In addition to our FY06 goals, HACM is pleased to report the following progress with regard to achieving goals established in our current year plan.

Goal: Sell 20 public housing units under the Section 5(h) Homeownership Program.
12/31/05

Status: Through August 2005, 14 additional families purchased their first home through HACM's Section 5(h) program.

Goal: Convert 20 families from rental assistance to homeownership through the Section 8(y) Homeownership Program. 12/31/05.

Status: Through August 2005, seven additional Section 8 families converted their assistance and purchased a home under the Section 8(y) program, bringing the total number of Section 8 homebuyers to 79. During 2005 the price of an average single family home in the Milwaukee market increased to over \$100,000. Increasing property values have reduced the choices available to program participants registered for the 8(y) program.

Goal: Continue the Highland Hope VI redevelopment project including on-site rental and homeownership unit construction. 12/31/06

Status: Forty (40) off-site units were completed and occupied by January 2005. Eleven on-site rental units were completed and occupied by 6/30/05. The midrise was fully occupied on February 1, 2005. The five remaining units will be constructed in 2006. Sales of on-site homeownership units began in April 2005.

Goal: Implement the Scattered Sites Hope VI redevelopment program including the demolition of existing units and construction of new single-family homes. 12/31/07

Status: Through August 2005, HACM completed the temporary relocation of eight scattered sites families to facilitate the disposition of two four-unit rowhouse buildings and the demolition of two 4-unit rowhouse buildings. An additional 15 scattered sites families were permanently relocated to new Highland Homes units or to other existing public housing units. The 52 remaining families will be relocated as construction of Hope VI replacement units proceeds. The first ten units of manufactured housing were ordered in September 2005 and an additional ten units will be ordered in November 2005. These 20 replacement units are scheduled for completion between February and June 2006.

Goal: Begin construction related to the Cherry Court redevelopment project. 12/31/06

Status: Construction began in June 2005 and is proceeding toward a scheduled September 2006 completion.

Goal: Complete the renovation of the VA SRO facility and complete initial occupancy. 7/1/05

Status: The renovation work was completed on July 7, 2005 and screening of the initial applicants will be completed for full occupancy by 9/30/05.

Goal: Enroll and graduate 20 families from the "Make Your Money Talk" program. 12/31/05

Status: Through August, 2005, 32 residents enrolled and 17 residents have graduated.

Goal: Provide 30 educational scholarships. 12/31/05

Status: Through August, 2005, 16 scholarships have been awarded.

Goal: Continue construction of Westlawn porches. 12/31/05

Status: The first phase of construction was completed at the end of 2004. A contract for

Phase II was awarded in July 2005 and construction is scheduled to be complete by 12/31/05.

Goal: Submit funding applications, demolition/disposition applications and related program applications necessary to support the demolition and revitalization of the Convent Hill public housing development. 12/31/05

Status: HUD approved HACM's disposition application in June 2005. HACM received a Low Income Housing Tax Credit allocation for Convent Hill redevelopment in 2005 and submitted a Hope VI application to support the Convent Hill redevelopment.

Goal: Develop a plan to comply with the asset repositioning requirement of HUD's revised Operating Fund Rule. 12/31/05

Status: HUD had not published the Final Rule regarding the Operating Fund and asset repositioning as of 9/30/05. HACM engaged the services of an organizational consultant to determine changes that will be required to comply with the anticipated regulations. A report was submitted to the Board in April 2005.

Goal: Develop and implement strategies to adjust HACM's Section 8 tenant-based Housing Choice Voucher Program utilization to respond to HUD funding policy. 12/31/05

Status: HACM approved a series of policy changes in May 2005 that were implemented in June 2005.

Goal: Submit a request for waivers necessary to set aside Section 8 Housing Choice Vouchers as project-based assistance in conjunction with the Cherry Court redevelopment program. 12/31/05

Status: The appropriate waiver request was submitted to HUD in September 2005.

Goal: Continue partnerships and MOA's with, and provide appropriate admissions preferences for clients referred to HACM's Section 8 Housing Choice Voucher Program by META House, The Salvation Army, the Milwaukee Community Service Corps, Milwaukee Public Schools, the Ellsworth Project, Milwaukee Jobs Initiative and the YWCA. 12/31/05

Status: All existing MOA's were renewed.

Goal: Continue partnerships and MOA's with, and provide admissions preferences for, low income public housing for clients referred by the Milwaukee Women's Center, Pathfinders and the Ellsworth Project. 12/31/05

Status: The MOA's for the Women's Center and Pathfinders resulted in two placements

under HACM's "Second Chance Program". The Ellsworth Project MOA was renewed and two public housing placements were made during 2005.

Goal: Continue partnerships with the Dominican Sisters and ACTS for the conversion of obsolete scattered sites public housing units to homeownership. 12/31/05

Status: HACM identified five additional properties for conversion under the partnership with the Dominican Sisters. The program received a NAHRO Merit Award for innovation in July 2005.

Goal: Continue to participate in the city's Continuum of Care. 12/31/05

Status: HACM continued to host Continuum of Care bimonthly meetings at the Hillside Family Resource Center. HACM staff participate in the Continuum of Care Housing Committee and attended meetings regarding a proposed Housing Trust Fund.

Goal: Maintain "High Performer" status under HUD's public housing and Section 8 program assessment systems. 12/31/05

Status: HACM received a PHAS score of 90 and a SEMAP score of 100, continuing to receive "High Performer" status in both programs.

Goal: Consider policy recommendations related to providing domestic violence preferences for the public housing and Section 8 HCV programs. 12/31/05

Status: Legal Action of Wisconsin requested an opportunity to present proposed policy language to the Resident Advisory Board (RAB) for their August 2005 meeting but was unable to have the information ready. The discussion on this issue will occur at the November 2005 RAB meeting and any recommendation for policy change will be forwarded to the HACM Board early in 2006.

Goal: Apply for grants from all potential funding sources to support HACM's public safety, resident education and resident employment programs. 12/31/05

Status: HACM applied for all of the ROSS grants for which it was eligible during the 2005 SuperNova competition. HACM applied for and received a "Food Stamp" grant from the Department of Agriculture for an outreach program to educate public housing and Section 8 program applicants and clients regarding eligibility for food stamp assistance.

Goal: Establish replacement reserves to assist with the revitalization of Cherry Court and Convent Hill. 12/31/05

Status: HACM has partnered with Friends of Housing Corp which received a HUD 202 grant to finance 36 of the 116 units that will be developed in conjunction with the

replacement of Convent Hill. HACM also received an allocation of Low Income Housing Tax Credits for Convent Hill and applied for Hope VI funds to support this project. Additional private sector borrowing will complete the financing required to move this project forward by 12/31/05. HACM established replacement reserves to assist with the revitalization of Cherry Court. Construction began on the new Cherry Court building in June 2005.

Goal: Pursue borrowing funds through the Capital Funds Financing Program. 12/31/05

Status: The HACM Board authorized staff to pursue a Fannie Mae “Modernization Express” loan leveraging a portion of HACM’s Capital Fund in June 2005.

Goal: Maximize the use of tax credits for the revitalization of Cherry Court by offering the Highland Park highrise, which was approved in 2003 for demolition, as a temporary relocation option for Cherry Court residents. 12/31/06

Status: Twenty-six (26) Cherry Court residents were temporarily relocated to the Highland Park south tower. Seventy eight (78) Cherry Court residents were permanently relocated based upon their choice to other HACM public housing, Section 8 tenant-based assistance and/or to units in the new Highland Gardens midrise.

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
- b. Significant Amendment or Modification to the Annual Plan

HACM will amend or modify its agency plan upon the occurrence of any of the following events during the first nine months of the term of an approved plan:

- a. A federal statutory or regulatory change is made effective and, in the opinion of the Authority, has either substantial programmatic or financial effects on the programs administered by the Authority, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan year.
- b. Any other event that the Authority’s Board determines to be a significant amendment or modification of the approved annual plan.

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. Recommended clarification to types of verification in table in Section 11.2 regarding income from assets being interest income from assets.
- b. RAB members expressed concern with “Personal Property” in table in Section 11.2 that HACM could use the value of automobiles, stereos, televisions and other personal property in determining a resident’s rent.
- c. RAB members are not in favor of term limits for the Scattered Site units in the Convent Hill Hope VI application.
- d. RAB recommended using generic language for agencies eligible to participate in the Second Chance Program so that the Agency Plan does not have to be changed whenever the participating agencies change.
- e. The RAB recommended that a member sit on a scholarship review panel.
- f. The RAB requested that leadership training be made available for newly elected officers of resident organizations/councils.

- 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:

- a. Added “Interest only” to savings and checking accounts, CD’s, bonds, stocks and insurance policies in Value of and Income from Assets table in Section 11.2.
- b. Removed “Personal Property” from Value of and Income from Assets table in Section 11.2.
- c. Language regarding term limits for Scattered Site units in the Convent Hill Hope VI application was removed from the “Goals” section at the beginning of the Agency Plan.
- d. Replaced “referred by Milwaukee Women’s Center, Pathfinders and the Ellsworth Project” with “referred by local organizations” in the “Goals” section at the beginning of the Agency Plan.
- e. HACM staff will the review the recommendation that a RAB member sit on a scholarship review panel to determine whether or not a scholarship review committee should be established.
- f. Added a provision for leadership training for resident organizations/councils to the “Goals” section at the beginning of the Agency 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:

Felicia Beamon (Family)
Lena Mitchell (Highrise)

Method of Selection:

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

Felicia Beamon 10/27/2008
Lena Mitchell 7/26/2010

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: 10/27/2008

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

Tom Barrett, Mayor

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):
As part of the mixed finance plan to convert existing public housing.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
50 units at the Cherry Court LLC
38 units at Convent Hill

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
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs 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 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 type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
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
X	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
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input 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 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	Annual Plan: Capital

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	and Evaluation Report for any active grant year.	Needs
X	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
	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
X	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
X	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
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	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
X	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
X	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)

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
ADMISSIONS & CONTINUED OCCUPANCY POLICY
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HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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

1.0 FAIR HOUSING

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

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

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

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

2.0 REASONABLE ACCOMMODATION

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

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

2.1 COMMUNICATION

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

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

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

2.2 QUESTIONS TO ASK IN GRANTING THE ACOMMODATION

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

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

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

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

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

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

2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, HACM may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is they need; however, the housing authority retains the right to be shown how the requested accommodation enables the individual to access or use HACM's programs or services.

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

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

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

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

3.0 FAMILY OUTREACH

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

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

4.0 RIGHT TO PRIVACY

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

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

5.0 REQUIRED POSTINGS

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

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all development offices, office hours, telephone numbers, TDD numbers, and resident facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster

6.0 TAKING APPLICATIONS

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

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

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

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

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

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

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

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

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

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

7.0 ELIGIBILITY FOR ADMISSION

7.1 INTRODUCTION

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

7.2 ELIGIBILITY CRITERIA

A. Family status.

1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An **elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
 - b. Two or more persons who are at least 62 years of age living together; or
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A **near elderly family**, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.
4. A **disabled family**, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal

disaster relief laws.

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

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

B. Income eligibility

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

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

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

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

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

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)) or a citizen of the Republic of Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam.

2. Family eligibility for assistance.

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

- b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

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

E. Signing Consent Forms

- 1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
- 2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or HACM to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
 - b. A provision authorizing HUD or HACM to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.
 - e. Authorization to obtain credit reports.
 - f. Authorization to obtain criminal reports from local, state & federal courts & law enforcement agencies.

7.3 *SUITABILITY*

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. HACM will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other residents, HACM employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

- B. HACM will consider objective and reasonable aspects of the family's background, including the following:
 - 1. History of meeting financial obligations, especially rent;
 - 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other residents;
 - 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
 - 4. History of disturbing neighbors or destruction of property;
 - 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
 - 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

- C. HACM will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. HACM will verify the information provided. Such verification may include but may not be limited to the following:
 - 1. A credit check of the head, spouse and co-head; and all persons over the age of 18.
 - 2. A rental history check of all adult family members;

3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, HACM may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

7.4 GROUNDINGS FOR DENIAL

HACM is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process or fail to supply the information in a timely manner;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other residents;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;

- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. HACM may waive this requirement if:
 - 1. The person demonstrates to HACM's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
 - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any HACM staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the voucher program;
- P. Have an outstanding warrant under any relevant police jurisdiction;
- Q. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- R. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

7.5 *INFORMAL REVIEW*

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

The informal review will be conducted by a person designated by HACM, other than a person who made or approved the decision under review or subordinate of

this person. The applicant will be given the opportunity to present written or oral objections to HACM's decision. HACM will notify the applicant of the final decision within 20 business days after the informal review, including a brief statement of the reasons for the final decision. If the decision to deny housing is affirmed, the applicant will be ineligible to apply for housing for a period of 24 months.

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

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

8.0 MANAGING THE WAITING LIST

8.1 *OPENING AND CLOSING THE WAITING LIST*

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

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

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

8.2 *ORGANIZATION OF THE WAITING LIST*

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

- A. The application will be either an electronic and/or paper file;
- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and

8.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

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

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

8.4 PURGING THE WAITING LIST

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

8.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

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

- A. The applicant requests that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet the eligibility criteria for the program.

8.6 MISSED APPOINTMENTS

- A. All applicants who fail to keep a scheduled appointment with HACM will be withdrawn from the program.
- B. An applicant removed from the waiting list for any reason other than rejection may reactivate their application by submitting a written request along with the payment of a \$50.00 reactivation fee.

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES

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

- A. Most in need

- B. Broad range of income
- C. Placement from HACM-owned nonsubsidized housing
- D. Designated housing
- E. All others

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

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

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

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

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

Catastrophic Life: The Housing Authority will accept referrals from third party agencies (i.e. social service, law enforcement, medical professionals) to consider those individuals who are currently experiencing extenuating circumstances that may warrant immediate housing consideration. In evaluating these requests, the Housing Authority will take into consideration, on a case-by case basis, the severity of the extenuating circumstances and if, based on those circumstances, the referred individual warrants immediate housing consideration over all other applicants on the waiting list. Persons whose situations do not meet these criteria are not entitled to any type of appeal of this decision (as described in Section 7.5 Informal Review) but are allowed to submit an application for housing if the waiting list is open. Individuals whose situations do

warrant special consideration under this policy must meet the Housing Authority's screening and eligibility criteria.

9.2 ASSIGNMENT OF BEDROOM SIZES

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

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

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

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

In addition, the following considerations may be taken in determining bedroom size:

- A. Adults and children will not be required to share a bedroom.
- B. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- C. Live-in aides are eligible for a separate bedroom if available.

Exceptions to normal bedroom size standards include the following:

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

the family provides a verified medical need that the family be housed in a larger unit.

- C. If there are no families on the waiting list for a larger size, smaller families may be housed.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.3 SELECTION FROM THE WAITING LIST

HACM will follow the statutory requirement that not less than 40% of newly admitted families in any fiscal year will be families whose annual income is at or below 30% of the area median income. To insure this requirement is met HACM will monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, HACM will skip higher income families on the waiting list to reach extremely low-income families.

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

The Housing Authority has adopted a broad range of income policy. When monitoring the incomes of newly admitted families, HACM may select families, regardless of their application date and time stamp, who may assist HACM in achieving its broad range of income objective. To achieve this objective, applicants may be selected from the waiting list whose total annual household income (based on family size) is extremely low (0-30% of AMI); or very low (>30% but <50% of AMI); or low income (>50% but <80% of AMI) based on the most recent income limits provided by HUD.

Under this policy, all income will be verified. If income verification indicates that the applicants selected under this preference do not meet the criteria for broad range of income preference, they will be placed back on the waiting list in date/time stamp order. If income verification documents they meet the broad range of income preference and they meet all other selection criteria, they may be offered a unit over other applicants on the waiting list.

9.4 DECONCENTRATION POLICY

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

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

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

9.5 DECONCENTRATION INCENTIVES

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

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

9.6 OFFER OF A UNIT

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

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

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

9.7 REJECTION OF UNIT

If in making the offer to the family HACM skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

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

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

9.8 ACCEPTANCE OF UNIT

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

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

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

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

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

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

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

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

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

10.1 ANNUAL INCOME

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

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commission, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)

- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare Assistance
 - 1. Welfare assistance payments
 - a. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:
 - i: Qualify as assistance under the TANF program definition at 45 CFR 260.31; and
 - ii: Are not otherwise excluded under paragraph Section 10.2 of this Policy.
 - b. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - i: The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - ii: The maximum amount that the welfare assistance agency could, in fact, allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

10.2 EXCLUSIONS FROM ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the resident family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 - 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the housing authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 - 5. Incremental earnings and benefits received by any family member from participation in qualifying State or local employment training programs

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

6. Temporary, nonrecurring or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
 - a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
 - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 - c. Families who are or were, within 6 months, assisted under a State TANF program.

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

12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 - c. Payments received under the Alaska Native Claims Settlement Act
 - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes

- e. Payments made under HHS's Low-Income Energy Assistance Program
- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of childcare under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program
- p. Additional income exclusions provided by and funded by HACM.
 - 1. All families shall be eligible for a one-time household exclusion of the first \$2000 of earned income from adult household members working at least 30 hours per week.

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

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the

employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

D. For any elderly or disabled family:

1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

E. Child care expenses.

11.0 VERIFICATION

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

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship, documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by the following five verification methods acceptable to HUD, in the order of preference indicated:

1. Enterprising Income Verifications (EIV)

EIV is the verification of income through an independent source that systematically maintains income information in computerized form for a large number of individuals.

Current EIV resources include the following:

- a. Tenant Assessment Subsystem (TASS)** – HUD’s online system for Social Security (SS) and Supplemental Security Income (SSI) information.
- b. State Wage Information Collection Agencies (SWICAs)**
- c. State systems for the Temporary Assistance for Needy Families (TANF) program**
- d. Credit Bureau Information (CBA) credit reports**
- e. Internal Revenue Service (IRS) Letter 1722**
- f. Private sector databases (e.g. The Work Number)**

The HACM will use additional EIV resources as they become available. This will be done before, during and/or after examinations and/or re-examinations of household income as appropriate.

It is important to note that EIV data will only be used to verify a participant’s eligibility for participation in a rental assistance program and to determine the level of assistance the participant is entitled to receive and only by properly trained persons whose duties require access to this information. Any other use, unless approved by the HUD Headquarters EIV Security System Administrator, is specifically prohibited and will not occur.

No adverse action can be taken against a participant until the HACM has independently verified the EIV information and the participant has been granted an opportunity to contest any adverse findings through the established grievance procedure. The consequences of adverse findings may include the HACM requiring the immediate payment of any over - subsidy, the entering into a repayment agreement, eviction, criminal prosecution, or any other appropriate remedy.

Furthermore, the information the HACM derives from the EIV system will be protected to ensure that it is utilized solely for official purposes and not

disclosed in any way that would violate the privacy of the affected individuals.

Once the data has served its purpose, it shall be destroyed by either burning or shredding the data.

2. Third –Party Written Verifications

This type of verification includes written documentation, with forms sent directly to and received directly from a source, not passed through the hands of the family. It may also be a report generated automatically by another government agency, i.e., Department of Welfare, Veterans Administration, etc.

Third-party written verifications may also be used to supplement Entering Income Verifications. They will be utilized when there is a discrepancy of \$200 a month or more and the participant disputes the EIV results.

Third party verification of SS and SSI benefits shall be obtained by getting a copy of an official Social Security Administration letter of benefits from the person receiving the benefits and verification from HUD's on-line systems. If either of these forms of verification are not obtainable, then the file shall be documented as to why third party verification was not used.

The HACM will allow two (2) weeks for the return of third party written verifications prior to continuing on to the next type of verification.

3. Third-Party Oral Verifications

This type of verification includes direct contact with the source, in person or by telephone. When this method is used, staff members will be required to document in writing with whom they spoke, the date of the conversation and the facts obtained.

The HACM will allow ten (10) business days for the return of third party oral verifications prior to continuing on to the next type of verification.

4. Review of Documents

When EIV, written and oral third party verifications are not available within the two (2) week and ten (10) business days period allowed in paragraphs 2 and 3 above, the HACM will use the information received by the family, provided that the documents provide complete information. Photocopies of the documents, excluding government checks, provided by the family will be maintained in the file. In cases in which documents are

viewed and cannot be photocopied, staff reviewing the documents will complete a written statement as to the contents of the document(s).

5. Self-Certification and Self-Declaration

When EIV, written and oral third party verifications are not available within the two (2) week and ten (10) business days period allowed in paragraphs 2 and 3 above, and hand-carried verification cannot be obtained, the HACM will accept a statement detailing information needed, signed by the head, spouse, co-head, or other adult family member.

Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When any verification method other than Enterprising Income Verification is utilized, the HACM will document the reason for the choice of the verification methodology in the applicant/resident’s file.

11.2 TYPES OF VERIFICATION

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

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

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
	condition	
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Medicare Discount Card		A card with the words "Medicare Approved" on it.
Medicare Discount Benefit		Individual receipts if the pre-discount cost is included; a comparison of receipts before and after the application of the discount; other information provided by the pharmacy supplying the prescription; or if nothing else is available; an imputed value of \$48.17 per prescription.
Value of and Income from Assets		
Interest earned on savings, checking accounts	Letter from institution	Passbook, most current statements
Interest earned on CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Interest earned on Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Cash value of life insurance policies	Letter from insurance company	Current statement

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

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

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

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

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

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

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

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

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

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

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

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

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

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

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

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

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

11.5 TIMING OF VERIFICATION

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

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

11.6 FREQUENCY OF OBTAINING VERIFICATION

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

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a

family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular re-examination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND RENT

12.1 FAMILY CHOICE

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

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a re-examination and return to the formula based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

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

12.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00.

In the case of a family who has qualified for the income exclusion at Section 10.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent

increase will be capped at 50 percent of the rent increase the family would have otherwise received.

12.3 MINIMUM RENT

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

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
 - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

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

12.4 THE FLAT RENT

HACM has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 14.3).

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

12.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

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

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. HACM will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing HACM will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for HACM. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

12.6 UTILITY ALLOWANCE

HACM has established a utility allowance for all resident-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, HACM will review the actual consumption of resident families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula rent to determine the amount of the Tenant Rent. Residents who choose the flat rent option are responsible for paying their own utilities (Sec. 960.253(b)(4)). The Tenant Rent is the amount the family owes each month to HACM. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the resident.

At developments with master metering, HACM will monitor the utility consumption of each household. Any consumption in excess of the allowance established by HACM will be billed to the resident monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact HACM for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce

energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Requests for relief from surcharges for excess consumption of HACM purchased utilities or from payment of utility supplier billings in excess of the utility allowance for resident-paid utility costs may be granted by the Housing Authority on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

12.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid through HACM's mail-in procedure. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued. In addition, a \$25.00 late charge will be assessed to the resident. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$20.00 for processing costs.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL

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

13.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity

- E. Family members who are exempt from work activity under Part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

13.3 NOTIFICATION OF THE REQUIREMENT

HACM shall identify all adult family members who are apparently not exempt from the community service requirement.

HACM shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. HACM shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after the effective date of HUD regulations. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

13.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community. A list of volunteer activities will be provided at each development and will include volunteer service to the resident council as a qualifying activity.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

13.5 THE PROCESS

At the first annual reexamination on or after issuance of regulations, and each annual reexamination thereafter, HACM will do the following:

- A. Provide a notice regarding the volunteer service requirement.
- B. Request third party verification that at least 8 hours per month of qualifying volunteer community service has been performed.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

HACM will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

13.7 OPPORTUNITY FOR CURE

HACM will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, HACM shall take action to terminate the lease.

14.0 RECERTIFICATIONS

At least annually, HACM will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the family's continued eligibility (2) the rent the family will pay, and (3) whether the family is housed in the correct unit size.

14.1 GENERAL

HACM will send a letter to residents informing them it is time for their annual recertification and the date and time of their scheduled re-examination meeting. The letter informs them of what they will need to bring to the meeting and that the

information on the Application for Client Worksheet will be reviewed and updated. All adult household members will be required to sign forms to allow the Housing Authority to verify the family's eligibility to remain in public housing, whether their rent will increase, decrease or remain the same and if the household unit size is appropriate for the number of persons living in it. Upon determination of the rent to be paid, the resident will be sent A Notice of Rent Adjustment along with a letter giving them the option to select flat rent or the formula-based method.

14.2 MISSED APPOINTMENTS

Families that miss their re-examination meetings and have not called to reschedule that meeting will be sent a 48-Hour Notice to contact the Management Office or Rental Specialist to get another meeting date. The 48-Hour Notice will also advise that the family's failure to reschedule and attend the re-examination meeting could result in HACM taking eviction actions against them.

14.3 FLAT RENTS

The annual notice to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income. (Families who opt for the flat rent option will not be eligible for a utility allowance.)
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

- F. The dates upon which HACM expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year 90 days prior to their anniversary date, HACM will send a reexamination notice to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. HACM may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with their site manager, they may make the selection on the form and return the form to HACM.

14.4 THE FORMULA METHOD

As part of the recertification process, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, HACM will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00 per month.

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If HACM determines that the family has had an increase in income of more than \$85.00 per month that was not reported since the last annual recertification, HACM will determine the appropriate new rent amount and will charge the resident this new amount retroactive to the date that the rent change would otherwise have been effective.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.6 INTERIM REEXAMINATIONS

Families will be required to report any increase in income greater than \$85.00 per month within 10 days of the date of the increase. As long as the family properly reports this increase, the additional income will not be used to determine rent until the next regularly scheduled annual eligibility recertification.

Families are also required to report the following changes to HACM between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption, the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant and pay a \$50.00 processing fee. If the requested lease add-on is an adult, at least 18 years of age or older (excluding live-in aide). The individual must provide their Social Security number, if they have one, and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the same screening process as for new applicants. HACM will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review through HACM's Grievance Procedure. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph 14.8.

In cases where a resident requests a live-in aide, the procedure mentioned for adding a family member does not apply. Requests for live-in aides are considered reasonable accommodation requests (see Section 2.0). As such, the resident needs to submit a reasonable accommodation request to their housing manager and provide supporting documentation verifying the need for a live-in aide. The Housing Authority does conduct

background checks for all live-in aides and reserves the right to deny the person as a live-in aide if the aide does not meet the Housing Authority's screening criteria.

In addition, the need for a live-in aide must meet the definition of a live-in aide (see 24CFR 5.403(b) found on page 62 of this document). In cases where the request for a live-in aide is approved, the income of the live-in aide is excluded, the resident is responsible for the conduct of their live-in aide and the resident must remain lease compliant. A live-in aide also does not qualify as a remaining member of the household under the definition of family found in Section 7.0 (Eligibility for Admission).

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, HACM will take timely action to process the interim reexamination and recalculate the family's rent.

14.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including HACM families that temporarily claim to have no income or have a temporary decrease in income, HACM may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

14.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first day of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first day of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of day the month after the rent amount is determined.

15.0 UNIT TRANSFERS

15.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by

insuring that each family occupies the appropriate size unit.

- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting HACM's deconcentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.
- G. To allow qualified residents to take advantage of HACM's designated housing plan (high-rise developments only)

15.2 CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Incentive transfers. These transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

Category 3: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 4: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain HACM occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, to allow qualified residents to take advantage of HACM's designated housing plan (i.e. to transfer from a mixed population to an elderly-only high-rise building), and other transfers approved by HACM when a transfer is the only or best way of solving a serious problem.

15.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

15.4 TRANSFERS TO SCATTERED SITES PUBLIC HOUSING

Families living in multifamily developments have the opportunity to transfer to scattered-site housing. Families approved for such transfers will meet the following eligibility criteria:

- A. Have been a resident for at least twelve months prior to date of application.
- B. For a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least forty (40) hours per week, the adult family members are 62 years of age or older or are disabled or are the primary care givers to others with disabilities;
- C. The family is current in the payment of all charges owed HACM and has not paid late rent for at least one year;
- D. The family passes a current housekeeping inspection and does not have any record of housekeeping problems during the last year;
- E. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, by engaging in criminal or drug-related activity, or by threatening the health or safety of residents or Housing Authority staff.

Residents of low rent public housing shall not be eligible to add adult members to a dwelling lease during the initial year of occupancy and shall not be eligible to request a transfer until such year is completed. The Housing Authority may consider, at its discretion circumstances which may represent and warrant hardship exception to this requirement.

15.5 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfer offers will be made at a ratio of one transfer for every seven admissions and will be prioritized from category 1 (highest) to category 4.

Upon offer and acceptance of a unit, the family will execute all lease-up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects a transfer offer, they will be removed from the transfer waiting list.

- B. If the transfer is being made at the request of HACM and the family rejects two offers without good cause, HACM will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet HACM's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed the city building code.
- C. Only the "Head of Household" as listed on the current dwelling lease will be eligible to request a transfer.

15.6 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by HACM in the following circumstances:

- A. When the transfer is needed in order to carry out rehabilitation activities; or
- B. When action or inaction by HACM has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case-by-case basis.

15.7 RESIDENTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the HACM. This means the family must be in compliance with their lease, and current in all payments to the Housing Authority.

15.8 TRANSFER REQUESTS

A resident may request a transfer at any time by completing a transfer request form. In considering the application, the Manager may request a meeting with the resident to better understand the need for transfer and to explore possible alternatives.

HACM will grant or deny the transfer request in writing within thirty (30) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

15.9 RIGHT OF HACM IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a resident to transfer or refuse to transfer. HACM reserves the right to cancel a transfer at any time for good cause including but not limited to the family is no longer a resident in good standing as defined in Section 15.7, is pending eviction or the reason for the transfer no longer exists.

16.0 INSPECTIONS

16.1 MOVE-IN INSPECTIONS

The on-site housing manager and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign and date a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the resident file.

16.2 ANNUAL INSPECTIONS

HACM will inspect each public housing unit at least annually to ensure that each unit meets HACM's housing standards. Work orders will be submitted and completed to correct any deficiencies.

16.3 PREVENTATIVE MAINTENANCE INSPECTIONS

These inspections are generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

16.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by Housing Authority.

16.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual reexamination, or at other times as necessary, HACM will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition. Generally, housekeeping will be evaluated at annual unit inspections. Special follow-up inspections may be scheduled by the on-site manager to address deficiencies in housekeeping identified by annual or other unit inspections. HACM reserves the right to document any and all inspections by taking pictures of observed deficiencies.

16.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections HACM will give the resident at least two (2) days written notice.

16.7 EMERGENCY INSPECTIONS

If any employee and/or agent of HACM has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

16.8 MOVE-OUT INSPECTIONS

The on-site manager, or designee, conducts the move-out inspection after the resident vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the resident is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit. A copy of the signed inspection will be placed in the resident file.

17.0 PET POLICY

Family Developments

1. Dogs and cats are permitted only in the single-family homes at Scattered Sites. All pets must be registered with HACM. You must receive a written permit to keep any animal on or about the premises. This privilege may be revoked at any time subject to the HACM's grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents, or if you fail to comply with the following:
 - * A maximum number of two pets are allowed. Only one can be either a dog or a cat.
 - * Permitted pets are limited to domesticated dogs, cats, birds (no more than two) and fish. No adult dog or cat weighing more than 30 pounds will be permitted.

- * Dogs and cats are to be licensed yearly with the City of Milwaukee (located in City Treasurer's Office, City Hall, Room 101), and residents must provide proof of yearly vaccinations. Dogs and cats must be vaccinated yearly for distemper and rabies. No vicious or intimidating dogs are allowed.
- * All cats and dogs must be spayed or neutered within a year of acquisition.
- * No pet may be kept in violation of state humane or health laws, or local ordinances.
- * Dogs and cats must remain inside a resident's unit unless they are on a leash and directly controlled by an adult.
- * You are to provide a litter box for cat waste to be kept in your apartment. You are not allowed to let waste accumulate. You are responsible for properly disposing of cat waste in plastic bags that are securely wrapped and tied and placed in the garbage container provided by HACM outside the building.
- * You are responsible for promptly cleaning up pet droppings from your pet outside of your apartment, and disposing of droppings properly wrapped, in the garbage container provided by HACM outside the building.
- * You shall take adequate precautions to eliminate any pet odors within or around your apartment and maintain your apartment in a sanitary condition at all times as determined by HACM.
- * You shall not permit any disturbance by your pet that would interfere with the peaceful enjoyment of other residents, whether by loud barking, howling, biting, scratching, chirping, or other such activities.
- * If pets are left unattended in your apartment for twenty-four hours or more, staff may enter to remove the pet and transfer it to the proper authorities subject to the provisions of Section 948.15 of Wisconsin State Law or local ordinances. HACM accepts no responsibility for the pet under such circumstances.
- * You shall not alter your apartment, or building premises to create an enclosure for an animal.
- * You are responsible for all damages including cost of fumigation caused by your pets.
- * You are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission.
- * You shall pay a damage deposit for a dog or a cat. The deposit shall be paid in advance or upon acquiring your pet. This deposit is refundable if no damage is done, as verified by HACM, after you remove the pet or move. See your housing manager for further information.
- * You must identify an alternate custodian for your pet in the event you become ill or for other absences from your apartment.

2. Small birds, in cages, and fish aquariums are allowed at other family developments.

- * You will be responsible for any damage caused by leaking fish tanks or inappropriate care of authorized pets.
- * Your guests may not bring pets when they visit.
- * You may not keep pets on a temporary basis even though someone else owns the pet.
- * You may not keep stray animals. The repeated feeding of stray animals may be deemed as having a pet.
- * Contact your development office if you have any questions regarding keeping other pets in your unit.

3. Animals used to assist a visually, hearing, or mobility impaired person will be allowed if you or a member of your household has a documented need, provided:
 - * Appropriate documentation is submitted to your housing manager requesting a reasonable accommodation.
 - * You are responsible for any damage caused by the animal.
 - * The animal must be licensed and vaccinated in accordance with local City ordinances.
 - * You must post a notice on the front and rear entrance doors to your apartment stating that you have a service pet so that HACM staff or service providers who may need to enter your apartment are aware of the pet.

Housing for Elderly/Disabled

If you are residing in low-income housing buildings exclusively for the elderly, handicapped, or disabled persons, you are permitted to keep pets.

All pets must be registered with HACM. You must receive a written permit to keep any animal on or about the premises. This privilege may be revoked at any time subject to the HACM's grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents, or if you fail to comply with the following:

1. A maximum number of two pets are allowed. Only one can be either a dog or a cat.
2. Permitted pets are limited to domesticated dogs, cats, birds (no more than two) and fish. No adult dog or cat weighing more than 30 lbs. will be permitted.
3. Dogs and cats are to be licensed yearly with the City of Milwaukee (located in City Treasurer's Office, City Hall, Room 101), and residents must provide proof of yearly vaccinations. Dogs and cats must be vaccinated yearly for distemper and rabies. No vicious or intimidating dogs are allowed.
4. All cats and dogs must be spayed or neutered within a year of acquisition.
5. No pet may be kept in violation of state humane or health laws, or local ordinances.
6. Dogs and cats must remain inside a resident's unit unless they are on a leash and directly controlled by an adult. Birds must be confined to a cage at all times.
7. You are to provide a litter box for cat waste to be kept in your apartment. You are not allowed to let waste accumulate. You are responsible for properly disposing of cat waste in plastic bags that are securely wrapped and tied and placed in the garbage container provided by HACM outside the building.

8. You are responsible for promptly cleaning up pet droppings from your pet outside of your apartment on HACM property, and disposing of droppings properly wrapped, in the garbage container provided by HACM outside the building.
9. You shall take adequate precautions to eliminate any pet odors within or around your apartment and maintain your apartment in a sanitary condition at all times as determined by HACM.
10. You shall pay a damage deposit for a dog or a cat. The deposit shall be paid in advance or upon acquiring your pet. The deposit is refundable if no damage is done, as verified by HACM, after you remove the pet or move. See your housing manager for further information.
11. You shall not permit any disturbance by your pet that would interfere with the peaceful enjoyment of other residents, whether by loud barking, howling, biting, scratching, chirping, or other such activities.
12. If pets are left unattended in your apartment for twenty-four hours or more, staff may enter to remove the pet and transfer it to the proper authorities subject to the provisions of Section 948.15 of Wisconsin State Law or local ordinances. HACM accepts no responsibility for the pet under such circumstances.
13. You must identify an alternate custodian for your pet in the event you become ill or for other absences from your apartment.
14. You shall not alter your apartment, or building premises to create an enclosure for an animal.
15. You are responsible for all damages including cost of fumigation caused by your pets.
16. You are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission.
17. You shall pay a damage deposit for each pet. The deposit shall be paid in advance or upon acquiring your pet. This deposit is refundable if no damage is done, as verified by HACM, after you remove the pet/pets or move.
18. Those who violate these rules are subject to:
 - * Being required to get rid of the pet within fourteen days of notice by HACM; and/or
 - * Being determined to be in violation of the lease.

18.0 REPAYMENT AGREEMENTS

When a resident owes HACM back charges and is unable to pay the balance by the due date, the resident may request that the Housing Authority allow them to enter into a Repayment Agreement. The on-site Manager has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in

writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

HACM may require all repayment agreements for delinquent rent to be executed through a formal court stipulation.

19.0 TERMINATION

19.1 TERMINATION BY RESIDENT

A resident may terminate the lease at any time upon submitting a 30-day written notice. If the resident vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

19.2 TERMINATION BY THE HOUSING AUTHORITY

The HACM will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on any HACM property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on HACM premises;
- K. Non-compliance with Non-Citizen Rule requirements;

- L. Permitting persons not on the lease to reside in the unit more than fourteen 14 consecutive or 28 calendar days each year without the prior written approval of the Housing Authority; and
- M. Subject to HUD regulations. HACM will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.
- N. HACM will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.
- O. Other good cause

19.3 ABANDONMENT

HACM will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, the on-site manager or designee may enter the unit and remove any abandoned property. If the property is valued at \$1000 or more, it will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If HACM does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

Within 21 days of learning of an abandonment, HACM will either return the deposit or provide a statement of why the deposit is being kept.

19.4 RETURN OF SECURITY DEPOSIT

After a family moves out, HACM will return the security deposit within a reasonable period or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

20.0 ANTI-FRAUD POLICY

The HACM is fully committed to combating fraud in its public housing program. It defines fraud as a single act or pattern of actions that include false statements, the omission of information, or the concealment of a substantive fact made with the intention of deceiving or misleading the HACM. It results in the inappropriate expenditure of public housing funds and/or a violation of public housing requirements.

Although there are numerous different types of fraud that may be committed, the two most common are the failure to fully report all sources of income and the failure to accurately report who is residing in the residence. The HACM shall aggressively attempt to prevent all cases of fraud.

When a fraudulent action is discovered, the HACM shall take action. It shall do one or more of the following things depending on circumstances and what it determines appropriate:

- A. Require the resident to immediately repay the amount in question;
- B. Require the resident to enter into a satisfactory repayment agreement as set forth in a previous section of this policy;
- C. Terminate the resident's tenancy;
- D. Refer the case for criminal prosecution; or
- E. Take such other action as the HACM deems appropriate.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Broad Range of Income: Total annual household income (based on family size) is very low (>30% but <50% of AMI) or low income (>50% but <80% AMI) based on the most recent income limits provided by HUD.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority. Families

selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a flat rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937 Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the

date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

An individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes his or her ability to live independently; and
3. Is of such a nature that such ability could be improved by more suitable housing conditions, or

C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;

4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof), which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Resident in Good Standing: A resident who is compliant with their lease and current in all payments to the Housing Authority.

Self-Declaration:A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
 - 1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :
 - a. 30% of the family's monthly adjusted income;
 - b. 10% of the family's monthly income; or
 - c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments (including assistance provided under the Temporary Assistance for Needy Families (TANF) program, as that term is defined under the implementing regulations issued by the Department of Health and Human Services at 45 CFR 260.31).

45 CFR 260.31 defines the term "assistance" to include cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).

It includes such benefits even when they are:

- A. Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

- B. Conditioned on participation in work experience or community service (or any other work activity under 45 CFR 261.30).

Except where excluded later in this definition, it also includes supportive services such as transportation and childcare provided to families who are not employed.

The term “assistance” excludes:

- A. Nonrecurrent, short-term benefits that:
 - 1. Are designed to deal with a specific crisis situation or episode of need;
 - 2. Are not intended to meet recurrent or ongoing needs; and
 - 3. Will not extend beyond four months.
- B. Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);
- C. Supportive services such as child care and transportation provided to families who are employed;
- D. Refundable earned income tax credits;
- E. Contributions to, and distributions from, Individual Development Accounts;
- F. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and
- G. Transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment
TANF	Temporary Assistance to Needy Families
W-2	Wisconsin Welfare Reform Program

Appendix A -

The Townhomes At Carver Park is a mixed-finance property not subject to HACM's ACOP for non-public housing units.

Revised 10-30-01

**MANAGEMENT PLAN
FOR
TOWNHOMES AT CARVER PARK**

The day to day management of the Townhomes at Carver Park ("Property") will be carried out under the direct supervision of The Friends of Housing Corporation (Agent), or any successor engaged by the Lapham Park LLC, (General Partner) for the Lapham Park Tax Credit Limited Partnership (Owner) subject to Owner's review and oversight. Management of the Property will be subject to all applicable laws and regulations and the documents identified below:

- Management Agreement, dated _____, between Agent and Owner.
- The Housing Authority of the City of Milwaukee's Grievance Procedure, which is only applicable to the 51 public housing units.
- Regulatory and Operating Agreement, dated _____, between Housing Authority of the City of Milwaukee (HACM) and Owner.
- Agreement of Limited Partnership, dated _____ between Owner and Lend Lease Lapham Park Limited Liability Corporation (Investor) and SLP, Inc.
- HOPE VI Grant Agreement, dated _____, between the United States Department of Housing and Urban Development ("HUD") and HACM.
- Consolidated Annual Contributions Contract between HUD and HACM dated, as amended from time to time and as applicable to the Property by the Mixed Finance Amendment dated as of _____.
- Land Use Restriction Agreement (LURA) between the Owner and the Wisconsin Housing and Economic Development Authority.

PROPERTY DESCRIPTION

The Property is a mixed-income family development consisting of 51 public housing units, 51 tax credit units and 20 market rate units. The unit breakdown by category is as follows:

<u>Tax Credit</u>	<u>Public Housing/Tax Credit</u>	<u>Market Rate</u>
2BR - 16 units	3BR - 35 units	3BR – 20 units
3BR – 35 units	4 BR – 10 units	
	5BR - 6 units	

With the exception of the market-rate units, which are not subject to income limits, all public housing applicants are subject to HUD required income limits, and all tax credit applicants (including public housing applicants) are subject to the requirements of Section 42 of the Internal Revenue Code and the LURA (together, the “Tax Credit Program”).

Management Plan Goals

- To provide a desirable, well-maintained housing development that adds value to the neighborhood and serves an economically diverse population.
- To provide effective and timely services to residents and Owner while managing the Property in an efficient and cost-effective manner.
- To comply with all requirements relating to the unique financing structure of the Property to assure its ongoing and long-term viability.
- To cooperate with the Owner to assure its compliance with the Public Housing Assessment System("PHAS"), to the extent applicable to the Property.

General Duties

STAFFING

The dedicated staffing for the Property is as follows:

<u>Job Title</u>	<u>Number</u>	<u>FTE (Full-time equivalents)</u>
Site Manager	1	.7
Administrative Assistant	1	.6
Maintenance Supervisor	1	.3
Maintenance Mechanic	2	.8
Janitorial Staff	2	1.0
Custodial (Part-time)	1	.5
Additional part-time staff	2	1.0

Only the portion of the staff’s time that is spent on the Property will be charged against the property.

(A listing of Agent's staff that will provide administrative and maintenance duties to the property are included in Attachment A.)

Application and Leasing

Public Housing - Returning Residents

Subject to the conditions described below, the 51 public housing units at the Property will be first offered to former residents that executed a relocation agreement with HACM with a stated preference to return to the Property upon completion.

1. The criteria under which these residents will be considered for placement include, but are not limited to the following:

- a) Acceptable prior history of lease compliance with regard to unit upkeep and rent payment as evaluated by the Agent; and
- b) Acceptable record of lease compliance with regard to unit upkeep and rent payment as evaluated by their current housing manager; and
- c) Acceptable record of lease compliance in regards to prior public safety and/or criminal contacts for all adult members of the household; and
- d) Willingness to execute the lease and addendum as required by the HOPE VI redevelopment program and Tax Credit Program guidelines for the Property.

2. Eligible residents will be re-certified as to family income to assure continued eligibility for public housing and the tax credit program.

3. Approved residents will be offered units, according to unit size needs, in the order of their length of prior occupancy at the Property until all available public housing units have been filled.

4. A waiting list of former residents who are eligible and approved will be maintained until initial leasing is achieved for all 51 public housing units at the Property.

Public Housing – New Residents

After selection of all the prior residents of Property that are eligible to return to Property and initial leasing of the 51 public housing units at the Property, HACM will provide for the screening and selection of applicants for the public housing units at the Property utilizing their existing waiting list. In order to accomplish goals for a broad range of incomes, the following income-tiering goals have been established:

	<u>20 units</u>	<u>16 un its</u>	<u>15 units</u>
	0%	More than	More than
	to	30.01% to	50.01%
to	30% of AMI	50% AMI	60% AMI

(AMI = Adjusted Median Income)

Every effort will be made to accomplish the above listed income-tiering goals. Agent will notify HACM which income level should be targeted each time that there is a public housing unit vacancy. Should there be more than one vacancy at different income-tiering levels, the level with the most vacancies will be targeted for filling first. Should there be two income levels that have the same amount of vacancies, the family that is highest on the wait list that would qualify for one of those income levels will be selected. Should all three levels have the same amount of vacancies, the family that is highest on the wait list that would qualify for any one of those income levels will be selected. Applicants will be contacted based on their rank on the HACM wait list and the income-tiering level vacancy that exists.

At the Owners direction, adjustments to the income-tiering goals detailed above may be made if necessary to deal with shortfalls in operating subsidies provided for the Property as detailed in the Regulatory & Operating Agreement., Applicants must successfully complete the HACM screening process which includes a criminal background check of all adult members, credit check, landlord contact (both present and previous), to verify housekeeping abilities, rent paying habits and family behavior.

Screened applicants will be referred to the Agent for selection. Agent will evaluate applicant's ability to meet the essential terms and conditions of the lease.

After applicants are approved by Agent, they will be contacted by the site manager for the Agent to view an apartment and set a leasing date. At leasing, the applicant will be informed of all the lease requirements that the applicant must follow, including requirements of being re-certified each year. Applicant will be required to pay a full month rent and a full security deposit at time of leasing, and sign a one-year lease using the approved public housing lease for the Property (including Tax Credit Program requirements) which has been approved by HACM.

Non Public Housing Residents

Applications will be accepted for non-public housing units at the Property.

Agent has developed an extensive wait list of over 400 names for the non-public housing units. Applicants will be contacted in groups of 10 to 20 names based on the date on their preliminary application. Applicants will be notified, based on their application information whether or not they are income eligible for a tax credit unit. If not, they will have 10 days to contact Agent with any additional income information that can be used to review their eligibility status. If they are eligible, they may come in and fill out the forms necessary to proceed

with a credit and criminal check. If they are ineligible because their income exceeds the maximum allowable for a tax credit unit, and if a market rate unit is available, they will be informed accordingly. If no market unit is available the applicant will be put on the wait list for market rate units. Agent will use the following checklist to process an applicant:

TOWNHOMES AT CARVER PARK

APPLICATION PROCESSING PROCEDURE

- _____ **Receive preliminary application from applicant**
- _____ **Give application packet to applicant**
- _____ **Collect \$20.00 non-refundable application fee per adult; issue receipt**
- _____ **Obtain previous eviction and rental history**
- _____ **Obtain credit report**
- _____ **Obtain police reports and criminal records**
- _____ **Verify income: fax signed authorization to income source(s)**
- _____ **Conduct interview with family**
- _____ **Call previous landlord to verify rental history**
- _____ **Draft Lease Agreement, compile forms for leasing**
- _____ **Collect Security Deposit to hold Apartment**

The eviction, credit and criminal report will be handled for Agent by HACM staff; all other functions in the application process are handled by Agent.

Carver Park Resident Selection and Occupancy Plan

Attachment B.

Orientation

Every applicant who accepts an offer of a unit will be brought in for the leasing orientation with the site manager of the Agent or designee. The lease and rules and regulations of the Property will be reviewed.

Applicants that qualify as eligible tax credit residents will be informed of additional requirements concerning tax credit review of income eligibility.

In addition to signing the yearly lease, the applicant will be given a list of rules and policies that must be signed by each adult applicant. The rules and policies include additional information regarding behavior, property upkeep, rent payments, etc.

Upon completion of the above and payment of a full month's rent and the security deposit, the new resident will be shown their townhouse for a final move-in inspection of the unit. The applicant will then be asked to sign off on the inspection form and will be given the keys to the unit.

Marketing

Agent has developed a list of over 400 names of potential applicants for the tax credit and market rate units at the Property.

Consistent with the occupancy goals for the Property, Agent will use its best efforts to conduct future advertising and outreach activities for the Property to attract a broad range of applicants. Activities may include:

- Open Houses
- Radio and newspaper advertising
- Flyers
- Outreach to local businesses and stakeholders in the neighborhood

Agent will continue to analyze the waiting list on a regular basis and conduct advertising activities accordingly to insure an adequate supply of potential residents. In addition, the rental market in the area will be monitored and evaluated to assure that Property remains competitive in the marketplace.

Income Certification

The Agent will be responsible for conducting income recertifications for all residents in tax credit units, including public housing residents, on an annual basis. The recertification date is based on the resident's move-in month to the Property.

During the initial lease-up period, 100% of the files for applicants who are occupying low income tax credit units will be reviewed and certified for compliance with the tax credit program by a third party consultant, acceptable to the investor with expertise and experience in the Tax Credit Program. Thereafter, a similar review will be conducted for a representative sampling of files on an annual basis.

Lease Enforcement

Rents will be due on the 1st of the month and must be mailed in to the Agent's mailing address; no cash will be accepted by Agent's staff.

If not paid by the 5th a late fee of \$25.00 will be charged except when the 5th falls on a weekend or holiday, then the resident will have until the next business day to pay. Notices for non-payment of rent will be served as soon as possible after the 5th, but no later than within 10 days after the resident has been charged the late fee.

Agent will consult with legal counsel to bring actions for eviction and the Agent will keep Owner informed of such actions and follow such instructions as the Owner may prescribe for the conduct of any such action.

Arrangements will be made to assist residents that are late, but the arrangements will be made cautiously and with only those families that have a proven track record for paying regularly.

There will be zero-tolerance for drug abuse or drug use, as well as for serious criminal activity.

Inspections

For the first year of occupancy, units will be inspected at least every six months. Thereafter, all units managed will be inspected at least annually. If a resident fails an inspection for housekeeping, they will be allowed an opportunity to correct any problems and will be reinspected. Abuse of property will be dealt with expeditiously, and will either require immediate correction by the resident, or in severe cases, may lead to an eviction action being commenced.

In addition, all building and mechanical systems will be inspected on at least an annual basis, or more often if recommended by the manufacturer, including major systems and routine maintenance items such as furnace filters, smoke detectors and minor repair items. Major systems include, but are not limited to: building envelope, roofs, eaves, gutters, fascia, exterior walls, doors, window, etc., heating, ventilating, and air conditioning, common area lighting and parking areas.

Purchasing

Both the site manager and the maintenance supervisor of the Agent will be authorized to make purchases for any routine items needed to keep the complex running smoothly. Care will be taken to insure that purchases are necessary and within budget. Both the site manager and the maintenance supervisor will be kept apprised of expenditures and what impact purchases are having on the budget. Other maintenance staff will be authorized to make purchases for minor items that are needed immediately. Limits will be placed on all staff as to the amount of purchases allowed.

When a work request requires a licensed contractor or would be an inefficient use of Agent staff's time, outside contractors will be utilized. Agent shall solicit written cost

estimates (i.e. bids) from at least three contractors or suppliers for any work item which is estimated will cost \$25,000 or more for any contract or ongoing supply or service arrangement which is estimated to exceed \$25,000 per year, except for emergency repairs. Agent will accept the bid that represents the lowest price taking into consideration the bidder's reputation for quality of workmanship or materials and timely performance, and the time frame within which the service or goods are needed.

During the warranty period, referrals will be made to the appropriate contractor.

Day-to-Day Maintenance

Agent will maintain Property in good repair in accordance with this plan and local codes and in condition at all times acceptable to the Owner and equivalent in quality to the original workmanship of construction, subject to the availability of operating funds and approval requirements as set forth in this plan and upon the terms and conditions set forth in the Management Agreement.

In addition, the following provisions will apply:

- Agent will complete routine and preventive maintenance activities in the most cost-effective and efficient manner possible.
- Agent will contract for extraordinary repairs that are beyond the expertise of Agent staff or those requiring the services of a licensed contractor as provided in the management agreement.
- Agent will purchase all materials, equipment, tools, appliances, supplies and services reasonably necessary for proper maintenance and repair. Agent will secure for and credit to the Owner any discounts, commissions, rebates or any other savings obtained as a result of such purchases.
- Notwithstanding any of the foregoing provisions, the prior approval of the Owner will be required for any expenditure which exceeds Five Thousand Dollars (\$5,000) for labor, materials, services, or other in connection with the maintenance and repair of the Property except for recurring expenses within the limits of the approved annual budget or emergency repairs involving manifest danger to person or property or required to avoid suspension of any necessary service to Property. Emergency repairs undertaken without the approval must be reported to the Owner as promptly as possible.
- The grounds will be toured at least once a day for the purposes of resolving maintenance issues, including garbage and debris on the site.
- All emergency work orders will be addressed within 24 hours. All non-emergency requests for repairs will be addressed within one to three days, depending on workload and the nature of the repair.

- All requests for maintenance from residents or initiated by the Agent will be recorded and will become a part of the work order record system which will be available for review by the Owner or their designated representative.

Utilities and Services

Agent will make arrangements for water, sewer, electricity, gas, trash removal and extermination services. Agent will execute such contracts as may be necessary to secure such utilities and services.

All units will be individually metered for gas, and electric. Residents will be required to obtain gas and electric utilities service prior to leasing.

Agent will contract with the gas and electric utilities to have a leave-on policy for service to the individual units to assure that no unit is interrupted for lack of payment or abandonment. Notification to the Agent from the utilities that service is being put into the Agents name for an occupied unit shall be treated as material noncompliance with the lease and will be grounds for eviction.

Vacancy Turnaround

To facilitate the leasing of units in a timely manner, Agent will maintain a list of prospective applicants for the non-public housing units. This list will be updated regularly in order to insure there are sufficient prospective applicants that will be available to lease units and enable the Agent to keep the Property fully occupied.

Agent's goal for unit turnaround will be to have vacant units repaired, painted, and cleaned within 10 days of becoming vacant, unless there are extensive repairs that are necessary, such as replacing cabinets, doors, electrical, plumbing or HVAC etc.

After a unit becomes vacant, the manager will immediately inspect the unit. If the unit needs to have items removed, maintenance will be notified. The manager will then schedule the painting of the unit, if required. Maintenance staff will clean the unit and perform all minor repairs, such as light fixture replacements, doorknob replacement, and other minor items.

During the repair/clean-up time, the Agent will simultaneously conduct the necessary processes to lease the unit.

OPERATING ACCOUNT/SECURITY DEPOSITS

Deposit/Disbursement of Funds

Agent shall deposit all rents and other funds collected from the operation of the Property, , in a federally insured bank approved by Owner, in Owner's account for the Property in the name of the Lapham Park Tax Credit Limited Partnership ("Operating

Account”). Disbursements from the Operating Account shall be made in accordance with the operating budget that has been approved by the Owner. Agent shall otherwise make disbursements from the Operating Account, in compliance with a document, which shall be attached to the operating budget, which shall direct Agent the order in which cash receipts available from the Project shall be directed among expenses, costs, management fees, loan payments, reserves, and other obligations.

In the event the balance in the Operating Account is at any time insufficient to pay disbursements due and payable, Agent shall promptly inform Owner and Owner may remit to Agent sufficient funds to cover the deficiency.

Security Deposits

Agent shall deposit immediately upon receipt all security deposits in a federally insured bank, acceptable to Owner, in a separate account, designated as such by the Agent for Owner (“Escrow Account”). Agent will maintain detailed records of all security deposits and shall return a resident’s security deposits only in accordance with the lease.

RECORDKEEPING/REPORTING REQUIREMENTS

Agent will maintain a comprehensive set of records, satisfactory to the Owner, for the Property. In addition, Agent will provide the following reports:

Operating Budget

Agent will provide an annual operating budget, including a one-year and five-year capital replacement plan for review by the Owner no later than October 1 of the preceding year. The budget will include a schedule of recommended rents to be charged for each non-public housing unit, including recommended rent increases with respect to lease renewals and new leases. Also included in the proposed operating budget with the projected rental income, will be subsidy, administrative expense, maintenance salaries, materials budget, estimated contractor costs, operating reserve expense and management fees. In preparing each proposed annual operating budget, Agent shall use its best efforts to take into account anticipated increases in real estate taxes, utility charges and other operating costs.

To the extent feasible, Agent shall support anticipated increases in real estate taxes and utility charges with written evidence or documentation. The operating budget shall be submitted to the Owner for their approval. The Owner shall inform Agent of any changes that shall be incorporated in the operating budget and Agent shall make no expenditures in excess of the amounts set forth in the approved operating budget for each line item of operating expenses itemized, without the prior written approval of Owner, except as permitted pursuant to emergency repairs involving manifest danger to person or property, or required to avoid suspension of any necessary service to Property.

Leasing Reports

During initial lease-up, agent will provide a monthly report to the Investor summarizing applications and occupancy in the form included as Attachment C. If the occupancy levels at the Property fall below the levels projected, a weekly report will be provided detailing applications on the waiting list, applications in process, and traffic through the leasing office.

Monthly Accounting Reports

Agent will provide on a monthly basis by the 15th of the following month the following reports:

- Monthly report of operations, including an unaudited profit and loss statement.
- Monthly report comparing actual operations to operating budget for the month and year to date.
- A statement of income and expenses and accounts receivable and payable for the preceding month.
- Rental billings and collections for the month along with a list of tenants that are delinquent and what actions are being taken.
- A trial balance for the previous month.
- Copies of paid bills and invoices for the previous month.
- Bank statements with reconciliation of all bank accounts.
- Other reports that are deemed essential for reporting requirements.

Quarterly Reports

Agent will provide by the 15th day after each quarter the following reports:

- A balance sheet for the preceding quarter.
- An income statement for the preceding quarter.
- Other reports that are deemed essential for reporting requirements.
- A narrative summary describing any significant financial activity.
- A written report detailing all known injuries, police activities, and other significant health and safety incidents occurring at the property.

Annual Reports

Agent will within 30 days after the end of each Fiscal Year, provide annual management reports highlighting and discussing significant events from the preceding Fiscal Year and anticipated significant events for the following Fiscal Year; and

Agent will, within 30 days after the end of the Fiscal Year, provide all information required to enable the preparation of an annual audited financial statement by the certified public accountant chosen to perform the task. Agent will also provide all other available information regarding Property to the Owner, which is reasonably requested to satisfy the Owner's reporting obligations to government agencies as well as to the investors.

Notices

Agent will provide the Owner in writing with notice of the following events within one (1) calendar day after Agent has knowledge of the event:

1. There is any violation or default under any law, rule, regulation, court order, agreement, mortgage, contract, commitment or obligation, or any claim, demand, litigation, proceeding or investigation made, instituted or threatened with respect to Property;
2. Any water, sewer, electric, natural gas, telephone, drainage or other public utility required for the operation of Property is in jeopardy of termination;
3. That Property is subject to any pending or threatened assessment of condemnation or eminent domain proceeding;
4. There is any existing or threatened notice from any insurance company or public authority of any condition or situation which requires any work to be done to Property or which could result in a termination of insurance coverage;
5. There is any material notice from any government agency, resident or contractor with respect to Property;
6. There is any significant change or development with respect to the physical condition to Property;
7. There is any change in the on-site manager or maintenance supervisor;
8. There is any condition existing or, to its knowledge, threatened which would cause significant damage, loss or liability to the Owner or Property.
9. Agent as property manager is in default under this plan or any of the related agreements, or a condition is pending or threatened that could cause a default by Agent under this plan or any of the related agreements or otherwise impair the ability of Agent to perform its duties under this agreement;
10. Agent files (i) a petition for bankruptcy or reorganization, (ii) makes an assignment for the benefit of creditors or (iii) has a receiver or trustee appointed for its property; and
11. There is any sale or disposition of Agent organization or any change in the executive officers of Agent.
12. Agent shall report all notices of non-compliance and/or recapture received from the tax credit allocating agency and the U.S. Department of Housing and Urban Development.

Resident Records

To protect resident records, Agent will scan all documents pertaining to qualifying the residents for the tax credit units and electronically send them to Investor for safekeeping. Additionally, a back-up file of all information will be performed and stored away from the management office to insure its continued availability in the event of fire, theft, or other action.

OTHER ITEMS

Resident Meetings

To develop a sense of community, Agent has established a resident organization at Property. Agent staff has set up meetings with the leadership of the returning public housing residents and will hold regularly scheduled meetings for the entire resident population during and after lease-up.

Security

HACM security staff is headquartered in the Lapham Park Family Investment Center, immediately adjacent to Property, and will provide security assistance to Agent and the residents at Property.

Revisions to the Plan

This Plan, which includes the Carver Park Resident Selection & Occupancy Plan, shall not be amended without the prior written approval of Owner, Investor and HACM.

Attachment A

STAFF

Executive Director – Armando Gutierrez

Mr. Gutierrez has over twenty years of property management experience in both the public and private management sectors. Mr. Gutierrez has been responsible for the management of several thousand units of low-income housing. Prior to joining Agent, Mr. Gutierrez worked for the Housing Authority of the City of Milwaukee and in his last position was in charge of all the elderly housing, which consisted of 12 high rise buildings with over 2000 units. Mr. Gutierrez oversaw the work of 7 full-time property managers, 7 clerical assistants and numerous maintenance workers. Mr. Gutierrez has the designation of Certified Public Housing Manager.

Property Manager – Patricia Schmidtknecht

Ms. Schmidtknecht has been the property manager at the Lapham Park Housing Development since the contract to manage Lapham Park was awarded to Agent in February of 1998. Prior to the demolition of the family units that were replaced by Property, Lapham Park consisted of 200 elderly units and 170 family units. Ms. Schmidtknecht was responsible for all facets of managing Lapham Park which consisted of all leasing functions, lease enforcement, rent collection and coordinating maintenance and vacant unit turnaround with the maintenance staff. Ms. Schmidtknecht also performs required re-certification of public housing resident's income at Lapham Park. Re-certification requires gathering information on income of the adult members in the household, performing rent calculations, and notifying residents of changes in their rent and or eligibility. Prior to coming to work for Agent Ms. Schmidtknecht worked for the Housing Authority as an Administrative Assistant at several Housing Authority developments. Ms. Schmidtknecht also worked for a non-profit agency that owned and leased rental units. Some of Ms. Schmidtknecht's duties with the non-profit agency included providing property management duties and performing verification of eligibility of tenants in tax credit units. Ms. Schmidtknecht also is a Certified Public Housing Manager, as well as a Certified Tax Credit Specialist.

Maintenance Supervisor – Victor Hastings

Mr. Hastings has been the maintenance supervisor for Agent since February of 1998. As supervisor of maintenance Mr. Hastings is responsible for 5 full time mechanics and 1 part time worker as well as coordinating all maintenance work at the over 940 rental units managed by Friends of Housing Corporation. Mr. Hastings is responsible for ensuring that all vacant units are prepared in a timely manner for re-leasing, all emergency repairs are addressed within a maximum of 24 hours and monitoring work performance and training of all maintenance staff hired. Mr. Hastings is also required to purchase all materials needed for the units as well as for the mechanical equipment. All the maintenance upkeep and repairs for the vehicles and snow and lawn equipment utilized by Agent fall under Mr. Hastings responsibilities. Mr. Hastings will be based at

the Lapham Park High Rise and will coordinate all staff work from that location. This will enable Mr. Hastings to perform maintenance work at Property as well as to ensure that the units are properly maintained at the new development. Prior to joining Agent, Mr. Hastings has worked in a number of maintenance fields. Mr. Hastings previously worked for another property management firm, a roofing company and a homebuilder as a rough carpenter. Mr. Hastings vast experience in the property maintenance field as well as his ability to repair and or diagnose problems on all mechanical equipment and even the vehicles makes him a very valued employee. Mr. Hastings also has the respect of all of his staff and has been responsible for training and improving the work skills of several of the maintenance employees.

Assistant Maintenance Supervisor – Darryl Mathews Sr.

Darryl Mathews Sr., the Assistant Maintenance Supervisor, assists Mr. Hastings. Mr. Mathew's performs regular maintenance work functions, but also in the absence of Mr. Hastings, assumes the leadership of the maintenance staff. Mr. Mathews has been with Agent since May of 1999. Mr. Mathews also is very capable and can perform all types of maintenance work. Prior to joining Agent Mr. Mathews worked for a private property owner as a maintenance worker.

Additional Staff

The other staff that will be working at the Property will include: one office assistant, two maintenance mechanics, one part-time custodian, two additional part-time workers to assist in lawn care and snow removal and the contracted janitorial staff. With the exception of the contracted janitorial staff, all maintenance and office staff are employees of the Friends of Housing Corporation.

Drug-Free Workplace

Agent maintains a drug-free workplace. All employees are tested for drug use prior to hiring, and can be tested periodically at any time during their employment.

See attached certificates

Attachment B

Carver Park Resident Selection and Occupancy Plan

Attachment C

Sample Budget

RENT ASSISTANCE ADMINISTRATIVE PLAN

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RENT ASSISTANCE PROGRAM ADMINISTRATIVE PLAN

1. PROGRAM OVERVIEW

The Rent Assistance Program is a federally funded housing program designed to help low and moderate-income families and elderly, handicapped and disabled persons rent privately owned housing. The program began in 1974 when the Housing and Community Development Act was passed. The Housing Authority of the City of Milwaukee administers it. Under this program, which is available to a limited number of families tenants pay rent according to their income and the program pays the additional amount to equal the total rent to the owner.

The Rent Assistance Program has two (2) kinds of subsidy: Certificates of Family Participation and Housing Vouchers.

Under the Certificate program, a participant is not required to pay more than thirty (30) percent of participant's income for rent. The Rent Assistance Program pays the owner the difference between the family's portion of the rent and the full amount of the rent.

Under the Voucher Program, the program subsidy amount is usually the difference between thirty (30) percent of the family's adjusted income and the applicable payment standard. The participant's portion of the rent is based on participant's income, utility allowance and the rent of the unit. The participant pays the amount that exceeds the payment standard in addition to the participant's calculated tenant portion.

To participate in the program, a family/individual must apply for the program, be determined eligible for the program, receive a Certificate of Family Participation or a Housing Voucher, and locate a unit that can be approved for program participation. Participants in the Rent Assistance Program are free to look for housing in the private rental market.

This document is a compilation of the Rent Assistance Program's procedural summary and the program's policy statements. The program is governed by regulations that are subject to ongoing changes and all current regulations may not be reflected in this document. This Administrative Plan states policy on matters for which the program has discretion to establish local policy and restates requirements under program regulations. The program's policy statements are binding and must be approved by the Board of the Housing Authority of the City of Milwaukee, and therefore this document's policy statements reflect the current approved policies.

Hereafter in this document the City of Milwaukee Rent Assistance Program is referred to as "the program" and a Housing Assistance Payments Contract/Housing Voucher Contract is referred to as a "HAP Contract". Citations made regarding "CFR" refer to the Code of Federal Regulations and "HUD" refers to the Department of Housing and Urban Development.

GENERAL PROGRAM POLICIES

It is the policy of HACM:

- 1.1 HACM administers the Section 8 Existing Program (programs) in accordance with all the provisions of the applicable Local, State, Federal Laws and Federal regulations as issued by the Department of Housing and Urban Development (HUD).
- 1.2 To provide for the publication and dissemination of information concerning the availability and nature of housing assistance under the program. HACM will work cooperatively with City, County, State and Federal agencies actively involved in supporting better quality housing for very low-income families and those families with a broad range on income. In publicizing and disseminating publications, the HACM will use the equal housing opportunity logotype, statement and slogan.
- 1.3 To issue adequate public invitations as needed to seek and encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration. The program will refer applicants/participants to owners who have units in low-poverty areas.
- 1.4 To provide for the publication and dissemination of information regarding the workings, benefits and obligations of all parties involved in the program to individual landlords and appropriate groups and associations.
- 1.5 To provide information, as required by HUD, to interested owners and families concerning the benefits and requirements of the program.
- 1.6 To provide families with information, as required by HUD, concerning housing and housing-related services upon request including the Family Self-Sufficiency Program. In addition, the program will make referrals, as required by HUD, of families, upon request by a family to various social service agencies at the City, County, State or Federal level. This includes referrals of disabled/handicapped families to owners of units that will satisfactorily meet the families' needs.
- 1.7 To determine initial and ongoing eligibility for participation in the program in accordance with the schedules and criteria established by HUD and the program.
- 1.8 To evaluate annually the Payment Standards for the Voucher Program to assure continued affordability for participating families.

1.9 The program will utilize any type of existing housing unit for this program except for the following limitations as set forth in 24 CFR982.353;

- Public or Indian housing assistance;
- Other Section 8 assistance (including other tenant-based assistance);
- Assistance under former Section 23 of the United States Housing Act of 1937 (before amendment by the Housing and Community Development Act of 1971);
- Section 101 rent supplements;
- Section 236 rental assistance payments;
- Tenant-based assistance under the HOME Program;
- Rental Assistance payments under Section 521 of the Housing Act of 1949 (a Farmers Home Administration program)
- Any local or State rent subsidy or;
- Any other duplicative federal, state, or local housing subsidy or any ineligible housing as determined by HUD.

For this purpose, "housing subsidy" does not include the housing component a welfare payment, a social security payment received by the family, or a rent reduction because of a tax credit.

1.10 The Program will attempt to maximize opportunities to select units and to obtain a wide geographic dispersion of subsidized units within its jurisdiction. Certificate and voucher holders who wish to leave the program's jurisdiction have that option. The receiving Public Housing Authority will be notified of the move. Families choosing to move into the program's jurisdiction will be accommodated by the program's current allocation of certificates or vouchers when possible. If there are no certificates or vouchers available, an agreement on the use of the portability billing will be reached with the initiating Public Housing Authority. All incoming families will be processed according to the program's rules and policies.

1.11 The program will comply with the Department of City Development work rules and policies.

1.12 Recertification families currently served by the program, who have a child with an Elevated Blood Level, who cannot locate housing that can be approved, in the private market, may be referred to HACM public housing for placement in a public housing lead abated unit.

1.13 In accordance with the settlement of Simmons v. Drew, participants who have been terminated from the program for failure to locate suitable housing within 120 days and/or after factoring for tolling, who request a hearing and are determined by the hearing officer to fall under the "mitigating circumstances" reinstatement category, may be referred to public housing for a local preference on the appropriate public housing waiting list.

- 1.14 Outside entities will be permitted access to program records in accordance with applicable State and Federal laws.
- 1.15 The program shall be administered in accordance with the provisions of:
- The Fair Housing Act, 42 U.S.C. 3610-19 (implementing regulations at 24 CFR parts 100, et seq.);
 - Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations at 24 CFR part 1);
 - The Age Discrimination Act of 1975, 42 U.S.C. 6101-7 (implementing regulations at 24 CFR part 146);
 - Executive Order 11063, Equal Opportunity in Housing (1962), as amended, Executive Order 12259, 46 FR 1253 (1980), as amended, Executive Order 12892, 59 FR 2939 (1994) (implementing regulations at 24 CFR part 107);
 - Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (implementing regulations at 24 CFR part 8);
 - Title II of the Americans with Disabilities Act, 42 U.S.C. 12101. Et seq.; and all rules, regulations, and requirements issued pursuant thereto.
- 1.16 The program will allow the use of a proxy by an applicant/participant. The proxy and applicant/participant must complete the program proxy form. The program requires that certain documents may only be signed by the applicant/participant. The program will, upon request, refer applicants/participants to appropriate social service agencies. The use of a proxy does not remove the responsibilities of the applicant/participant to complete their program requirements for participation.
- 1.17 The HACM Board of Commissioners must approve any amount charged against the administrative fee reserve that exceeds 10 percent of the program's annual budget.
- 1.18 In accordance with CFR Part 982.307, at or before the program approval to lease a unit, the program will inform the owner that the family's suitability for tenancy has not been screened and that such screening is the owner's own responsibility.

Owners are permitted and encouraged to screen families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of others to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the life, safety or property of others;
- Compliance with other essential conditions of tenancy and lease requirements.

1.19 All adult applicants for the program shall be screened for a criminal history. It is the program policy that adult applicants for the program will be denied assistance in the following circumstances:

Have committed fraud of a government program within three (3) years of applying for Rent Assistance;

Are currently fugitives from justice;

Have been convicted of drug related crimes, such that their admittance to the program would violate the program's compliance with HUD's "one Strike, You're Out" policy and persons convicted of the use, sale or manufacturing of meth-amphetamines;

Are registered sex offenders;

Families whose applications are denied for assistance will be entitled to an Informal Review.

1.20 All program correspondence for participants under an effective contract will be mailed to the contracted unit address as stated in the Housing Assistance Payments contract and lease.

1.21 The program will also manage three special programs in conjunction with its general program as follows:

a) Family Self Sufficiency Program

A HUD program designed to improve the ability of families who are currently participating in the program to become economically self-sufficient (free from federal or state welfare assistance.)

b) Family Unity Program

A cooperative program with Milwaukee County to provide housing assistance to 100 families over a five-year period referred to and from the County for whom the lack of adequate housing is a primary factor in the separation or imminent separation of children from their families.

c) Shelter Plus Care Housing Assistance

A HUD funded initiative that allows the Rent Assistance Program to provide rent subsidies for low income, homeless person with disabilities. The HUD regulations require that persons receiving housing assistance under this program must also receive appropriate supportive services. Subsidies are "tenant based."

APPLICATION POLICIES

- 2.1 The waiting list will be maintained for the Section 8 Program based on a first-come, first-served system established herein.
- 2.2 Applications will be accepted when the program deems that there are an insufficient number of applicants on the waiting list for the subsidy available. A public notice will be placed in the local newspaper of widest distribution announcing the opening/closing of the waiting list.
- 2.3 Applications will be closed when there is a sufficient number of applicants on the waiting list for the subsidy available.
- 2.4 The Program has established the following local priorities/preferences for processing applications:

Up to 25% (recommended) of certificates/vouchers may be issued for the following Local Priorities.

First priority will be given to families that have been ordered reinstated into the program, because of "other mitigating circumstances", by the Hearing Officer and no certificate or voucher is currently available.

 - Families that are affected by Government Action.
 - At the discretion of the Secretary-Executive Director of the HACM, priority may be given to an applicant with a catastrophic life situation.
 - Priority will be given to applicants whose income will assist the program in meeting its obligations to serve families with a broad range of incomes and/or whose placement would assist in helping the program to achieve de-concentration within high poverty neighborhoods.
- 2.5 Up to 25 % of all new admissions to the program may be persons/families who claim preference.
- 2.6 Applications from families who qualify for preference as allowed by 24 CFR 982 will be accepted at all times and will be served on a first-come, first-served basis determined by the date and time the application is received.
- 2.7 Waiting lists will be purged on an "as needed" basis. All families on the waiting list will be

notified that they must respond to the program within a reasonable and specified time if they wish to keep their names on the waiting list. Those families who fail to respond in the specified time will have their names removed from the waiting list and their applications will be terminated from further consideration.

- 2.8 During an open application period "single persons", will be eligible to apply for admission into the program. A single person is one who is not an elderly or displaced person, or a person with disabilities, or a remaining member of a tenant family.

3. CERTIFICATION POLICIES

- 3.1 The following categories are to be considered an eligible family for participation in the program:

1. Two (2) or more persons;

Two (2) or more persons sharing residency whose income and resources are available to meet the needs of the family.

2. Single pregnant women;

3. Remaining member of a tenant family;

4. A displaced person;

A person(s) displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (1937 Act)

5. Single person;

A single person not elderly, disabled/handicapped or displaced

- 3.2 The following categories are to be considered an eligible elderly family for participation in the program.

1. A family whose head, spouse or sole member is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides pursuant to 24 CFR 5.403.
2. A family whose head, spouse or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides pursuant to 24 CFR 5.403(b).

3. A disabled person is a person who has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or has a developmental disability as defined in Section 102 (7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)). The person is determined, pursuant to regulations, to have a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes the person's ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions.
4. A displaced person is a person displaced by governmental action (required to move by any level of Federal Government, local or state), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared, or otherwise formally recognized, under Federal disaster relief laws.
5. Remaining member of a tenant family.

3.3 There are two (2) classifications of certificates: Elderly and Family.

In the elderly category, there are one (1) or two (2) bedroom certificates. An elderly certificate is issued when the head of household, spouse or sole member of the family is 62 years of age or older, or disabled and/or handicapped and complies with the elderly unit definition (and only two (2) or fewer bedrooms are needed.)

If the head of the household or spouse do not fit the definition of an elderly family, and/or two (2) or more bedrooms are needed, they are issued a certificate/voucher. The minimum family unit size is one (1) bedroom and the maximum bedroom size the program may issue is for six (6) bedrooms.

The total number of certificates/vouchers that may be issued is determined in part by the programs' HUD approved budgeted unit distribution, the available funds under the HUD Annual Contributions contract and the composition of family's process off the waiting list.

Elderly and family classifications are assigned according to family composition. However, if more than a two-(2) bedroom unit is needed by the family and the head/spouse qualify as "elderly", a family certificate/voucher is assigned.

3.4 The bedroom size is assigned to the elderly/family unit according to the following occupancy standards:

1. Husband and wife;
Assigned the same, one (1) bedroom, unless for health/medical reasons they require separate bedrooms.

2. Single pregnant women;
Assigned two (2) bedrooms, unborn child counted for additional bedroom.
 3. Adult members of household (18 years of age or older);
Assigned a separate bedroom (do not share bedroom unless it is a husband and wife).
 4. Maximum two (2) people per bedroom allowed;
 5. Opposite sex - separate rooms;
Two (2) people of opposite sex (including minors) do not share a bedrooms, unless it is a husband and wife.)
 6. Minor of same sex- share rooms;
A minor, anyone under 18 years old, may share a room with another minor in the household if they are of the same sex. This includes:
 - a. blood relative,
any minor in the family (includes foster child), different generations (example: child and grandchild may share room if they are both minors and of the same sex).
 7. Child "temporarily absent";
A child temporarily absent from the home because of placement in foster care is considered a family member and is assigned a bedroom in accordance with the established subsidy standards listed above.
 8. Family member - not in household - no bedroom assigned;
A family member living away from home for more than six (6) months per year is not assigned a bedroom and is not counted as a family member.
 9. Live-in aide (Person in household essential to care and well being);
Assigned a separate bedroom.
 10. Medical need - additional bedroom;
If there is a medical need for a separate bedroom with no person assigned to it (storage of medical equipment, etc.), See policy 3.8 below, for acceptable documentation needed to assign the additional bedroom.
- 3.5 A person who resides with an elderly, disabled, or handicapped person and is determined by the program to be essential to the care and well being of the person, is not obligated to support the person, and would not be living in the unit except to provide necessary supportive services is considered a live-in aide. A relative may qualify as a live-in aide if all these conditions are met. The elderly, disabled, or handicapped person needing the live-in aide does not have to be the head, spouse, or sole member of the family. The income is not counted in determining the family's income. The live-in aide cannot qualify for continued

occupancy as a remaining family member.

If there is a person in the household who is there due to a disability, handicap or illness of one (1), or all of the individuals and the living arrangement is essential to the care and well-being of the individual (s) and is not obligated for the financial support of the person(s) the following documentation is required:

- a. Written statement from a licensed practicing medical physician stating the above, and the person would not be living in the unit except to provide necessary, supportive services and is not obligated for the support of the person.
 - b. Written statement of the disability and/or handicap.
 - c. Nature of care provided (e.g. 24 hours, etc.)
- 3.6 The remaining members of a tenant family must have been included on the application or in the household and initially covered by the lease. A live-in aide cannot qualify for continued occupancy as a remaining family member. Proof that the designated head of household has left must be submitted to the program.
- 3.7 The program will schedule interview appointment (s) for the applicant and all household members who are 18 years of age or older in order to submit all the necessary forms and documentation as required by the program and the Housing and Urban Development. If the applicant family fails to complete the interview requirements within the scheduled interview appointments, or fails to show for the scheduled interviews, or fails to comply with any other applicable responsibility, the applicant may be withdrawn from the program. Further appointments may be scheduled subject to a processing fee.
- 3.8 The program will require full verification of: family structure (proof of residency in household), citizenship and eligible immigration status in accordance with 24 CFR part 812, federal preference (applicants only) income, assets, social security numbers for all family members age six and older, allowance and deduction items. The responsibility for obtaining required documentation rests with the applicant/participant. The applicant/participant will be given scheduled interview appointments to provide all the necessary documentation. All family members 18 years of age and older must provide the necessary documentation and comply with any other applicable responsibilities. Failure to provide such documentation will result in no issuance of a certificate or voucher.

It is the program's responsibility to inform applicants/participants of the following:

Where the family may lease a unit, including renting a unit inside or outside the program's jurisdiction;

-The advantages of moving to an area that does not have a high concentration of poor families for a family living in a high poverty census tract in the program's jurisdiction;

-How portability works;

-Information on Rental Rehabilitation unit;

- Applicable housing quality standards and procedures for family and owner inspections;

- Certificate/voucher Holders' Packet, which includes but is not limited to:

- Request for Lease Approval (RLA);

- Lease and Prohibited Lease provisions;

- Information on factors a family should consider when selecting a unit;

- Information regarding lead-based paint poisoning hazards, symptoms and precautions;

-Fair housing information and housing discrimination complaint forms (as required by Housing and Urban Development);

- Information on the Total Tenant Payment and the Family Rent; including minimum rent:

-The Program's schedule of utility allowances;

-Grounds for which the program may terminate assistance for participant family because of family action or failure to act;

-Information on the program's procedures for due process;

- Family obligations under the program;

-The program's policy about providing information about a family to prospective owners;

-The program's subsidy standards, including when the program will consider granting exceptions to the standards;

- A list of owners or other parties known to the program who may be willing to lease a unit to the family, or help the family find a unit;

-Notice that a family with a disabled/handicapped family member may request a current

listing of accessible units known to the program that may be available;

- Significant aspects of applicable federal, state and local laws;
- Significant aspects of applicable federal, state and local fair housing laws;
- Information on Portability, and
- Any other information as determined by the program.

- 3.9 A certificate/voucher shall expire one hundred and twenty (120) days and/or 120 tolled days from the date of issuance. Once a certificate/voucher holder submits a Request for Lease approval, the time on the certificate/voucher will stop until the Request for Lease Approval is processed, if the unit cannot be approved for program participation, the certificate/voucher holder will receive a new Request for Lease Approval and the certificate/voucher will be tolled to determine how many shopping days remain on the certificate/voucher. The expiration date on the certificate/voucher will be changed to reflect the tolled days that remain to shop for a unit. This process is called tolling and will be done as many times as needed until the full 120 days has been used.
- 3.10 Pursuant to 24 CFR 982, the program shall not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family unless the program determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.
- 3.11 The program will provide assistance to a certificate holder or voucher holder in finding a unit if a certificate holder or voucher holder executes a written statement alleging discrimination in locating a qualified unit.
- 3.12 It is the applicant's responsibility to notify the program of any change in family income, composition, and extent of medical or other Housing and Urban Development allowed expenses a recertification. The participant must notify the program of any change in family composition and must submit a written request to the program for approval to add any other family member as an occupant of the unit during the contract year as the change occurs.
- 3.13 The program will project and calculate seasonal employment over a 12-month period for participants; therefore, no adjustment is required. A participant who has no income and pays a minimum rent is required to promptly report any increases in income. All other participants are not required to report increases until the annual recertification.
A decrease in income will be reviewed on a case by case basis.
- 3.14 A program applicant/participant shall be responsible for fulfilling all the obligations under the program as approved by the program and in accordance with 24 CFR. The applicant/participant responsibilities shall include, but are not limited to the following:

- To notify the program of current address and phone number;
- To comply with all requirements of the lease;
- To comply with Housing Quality Standards. The family must pay for all tenants supplied utilities, provide and maintain tenant supplied appliances, and are responsible for any damage to the unit or premises by the family or guest;
- To promptly notify the program of any change in the level of income, composition, and extent of medical or other unusual expenses;
- To pay the required security deposit;
- To become certified again each year (includes submission of all required documentation And lease and contract forms in accordance with recertification procedures). Any information supplied by the family must be true and correct;
- To promptly notify the program of a family member's absence from the unit and to supply information to the program to verify who is or is not living in the unit;
- To provide evidence of citizenship or eligible immigration status;
- To disclose and verify Social Security numbers in accordance with 24 CFR part 750;
- To notify the program of any landlord defaults on a contracted unit;
- To receive benefit on only one of the following; Rent Supplement, Section 23 Housing Assistance, Section 8 Housing Assistance, or Section 236 "Deep Subsidy" Rental Assistance Payments;
- To provide accurate and timely information to the program;
- To complete the initial, interim move, program requested adjustment reexamination; and/or annual reexamination interview appointment(s), complete the family requested adjustment reexamination during scheduled interview appointment(s);
- To allow the program to inspect the dwelling unit at reasonable times and after reasonable notice.
- To promptly give the program a copy of any owner eviction notice;
- To notify the program before vacating the dwelling unit. If the participant

wishes to move at the end of the lease term, the participant must:

- Request a Certificate of Family Participation or Housing Voucher to move;
- Give proper notice to move to the program and the owner in accordance with the lease and after eligibility has been determined;
- Submit a reason for moving form completed by the owner;
- Comply with all program procedures for moving and with the 24 CFR;
- Use the dwelling unit solely for residency by the family, as the family's only residence (shall not assign the lease or transfer the unit sublease, or let the unit).
- Aggressively pursues participation the program. This includes, but is not limited to: Staying in contact with the program on the status on their case and staying in contact with the property owner(s) on the status of repairs and rent negotiations, and contacting the program for any questions they may have regarding their status in the program and/or the programs process, keeping scheduled appointments, and promptly notifying the program of any changes in family circumstances, including birth of a child, adoption or court-awarded custody of a child (family composition). The family must submit a written request to the program for approval to add any other family member.
- The family must not:
 - Own or have any interest in the unit;
 - Commit, fraud, bribery or any other corrupt or criminal act in connection with the certificate/voucher programs;
 - Engage in drug-related criminal activity, or violent criminal activity.

3.15 The family may not be absent from the assisted unit for a period in excess of ninety (90) consecutive calendar days for any circumstance or for any reason. "Absence" means that no member of the family is residing in the unit. The family may be absent from the assisted unit only for the following purposes: vacation, hospitalization, family illness/death, military/armed services duty, imprisonment, alcohol and/or drug rehabilitation, and nursing home confinement. If a family is absent from the assisted unit for longer than the permitted 90 day period, the family's continued eligibility in the program may be questioned and the family may be terminated from the program.

3.16 The family at initial Certification designates one adult member in their household to be the Head of Household. Each adult member of that household signs a Certificate/Voucher Rights form to acknowledge that the member understands that in the event that the family breaks up, the designated Head of Household is entitled to the certificate/voucher.

3.17 The established procedure for family break-up includes the opportunity to request an Informal Hearing in the event the family contests the certificate/voucher designation if the following factors are present:

- Family members are forced to leave the unit as a result of actual or threatened physical violence against family members by another member of the household;

- Whether there are minor children or ill, elderly or disabled/handicapped family members; or

- Other issues to be decided on a case by case basis.

3.18 The program must attempt to obtain annually from local health agencies the names and addresses of children with identified Elevated Blood Levels (EBLs) and must annually match this information with the names and addresses of participants under this part. If a match occurs, the program must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint the program must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this section, the family must be issued a certificate/voucher to move.

3.19 In accordance with HUD requirements, low-income "Continuously Assisted" families may be determined eligible for admission into the certificate/voucher program. Continuously Assisted refers to a family already receiving assistance under any of the 1937 Housing Act Programs. Any interruption in assistance between one of these programs and admission into the certificate/voucher of more than 90 days will be considered a break in continuity of assistance under the 1937 Housing Act.

This break will remove a family from having the status of being continuously assisted and therefore ineligible for admission into the program. 1937 Housing Act Programs are:

- Public housing or Indian housing programs;
- Any program assisted under Section 8;
- Section 23 lease housing program; and
- Section 23 housing assistance payments program.

3.20 The program will screen out and deny admission into the program to an applicant/incoming portability family or terminate assistance of a participant who:

Has a recent history of violent criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises by other residents, or is a registered sex offender;

- Engages in a drug-related criminal activity;
- Is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents; or
- Was evicted from public housing, Indian housing, Section 23 or any Section 8 program within three (3) years of the projected date of admission because of drug-related criminal activity or abuse of alcohol.
- Has open warrants with any law enforcement agency. All warrants must be cleared within 60-days of notification by the program. Failure to clear the warrant may result in denial/termination of assistance, etc, or withdrawal from the waiting list.

3.20(a) Drug-related or violent criminal activity is defined as follows:

Drug-related criminal activity is "the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance and meets the elements of the criminal statute relating to drug-related criminal activity."

Violent criminal activity is "any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another."

3.21 The program will use but not be limited to the following as "credible evidence":

Evidence provided by the police and the court system, such as drug raids, drugs found in the dwelling unit, evidence which is tied to the activity, arrest warrants issues, etc.

3.22 "Preponderance of evidence" is defined as "evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that fact sought to be proved is more probable than not".

3.23 If the program determines that a person's illegal use or possession of a controlled substance is the personal use such use or possession must have occurred within one (1) year prior to the date that the program notifies the family of the program's determination to deny or terminate assistance.

3.24 The Rent Assistance Program may not deny admission into the program to an applicant/incoming portability family or terminate assistance of a participant whose illegal use or possession of a controlled substance is for personal use if the person can demonstrate to the program that the person:

- Has an addiction to a controlled substance, has a record of such impairment, or is regarded as having such an impairment, and

-Is recovering or has recovered from such addiction and does not currently use or possess controlled substances.

3.25 The program may not deny admission into the program to an applicant/incoming portability family or terminate assistance of a participant if the family member who has been convicted of drug-related criminal activity can demonstrate to the program that the member has been rehabilitated successfully.

3.26 The program may not deny admission into the program to an applicant/incoming portability family or terminate assistance of a participant if the person who is illegally using a controlled substance or abusing alcohol or if the person who was evicted from public housing, Indian housing, Section 23 or any Section 8 program because of drug-related criminal activity or abuse of alcohol can demonstrate to the program's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:

- Has successfully completed a supervised drug or alcohol rehabilitation program;

- Has otherwise been rehabilitated successfully; or

-Is participating in a supervised drug or alcohol rehabilitation program.

4. LEASE AND CONTRACT POLICIES

4.1 Housing Assistance Payments be made only to the payee as identified in the HAP Contract or Housing Voucher Contract or other payee as designated in writing by the owner.

4.2 The program will refer any complaints regarding discrimination received from applicants/participants to the Office of Fair Housing Equal Opportunity of the Milwaukee HUD Office.

4.3 The contract rent allowed under the program for a family who is issued a Certificate/Voucher shall be based on administrative certification by the program (with supporting documentation) that the proposed contract rent is reasonable in relation to location, quality, amenities, facilities, and management and maintenance service for the specific dwelling unit.

4.4 If an owner wants to request an increase in contract rent in accordance with the annual adjustment factor (CFR Part 982.309), the owner must offer the family a new lease. The form used to do this is the "Request for Lease Approval" and must be submitted to the program three (3) calendar months prior to the lease anniversary so the owner is in

compliance with the sixty (60) day notice requirements. If no rent increase is requested by three (3) calendar months prior to the lease anniversary date then no increase will be processed for the next year.

- 4.5 For the Voucher program there shall be no rent increases by a property owner during the first year of a lease. However, since there is no regulatory cap on the maximum rent that can be charged for a unit, the lease governs the amount of any rent increases after the first year. However, the rent increase must be determined reasonable. The voucher payments do not vary depending on the amount of rent for the unit. The family must pay any rent increase over the family's Applicable Payment Standard or move to a different unit.
- 4.6 The program will evaluate annually, and at such other times as may be necessary, evaluate or cause to be evaluated each dwelling unit leased to an eligible family. The program will schedule annual inspections for all units 120 to 60 days prior to the participant's lease anniversary dates. If the unit is disapproved at the annual inspection, the program will notify the owner that if the unit is not approved by a specified time (to be determined by program) the contract will be terminated for owner breach of the HAP Contract or Housing Voucher Contract. The family would then be required to submit a "Request for Lease Approval" for a dwelling unit that can be approved if the family wishes to continue in the program. Further inspections of the unit may be scheduled subject to a processing fee.
- 4.7 If a participant is allowed to move, the participant may move to the new unit, but not earlier than during the calendar month in which the 60-Day Notice is effective. If the participant vacates the current unit during the calendar month in which the 60-Day Notice is effective, the participant continues to be liable for the condition of the unit in accordance with the lease until keys are delivered in person to the owner (landlord) or until the unit is released. If there is some compelling reason (example: medical/emergency situation, or negotiated eviction) for the Rent Assistance Program to approve a less than 60-day notice, the program manager may approve the less than 60-day notice. The owner and tenant both must agree to the less than 60-day notice and sign appropriate forms. The termination must coincide with a rent paying date and be in compliance with other termination notice provisions.
- 4.8 A participant who damages a contracted unit, or vacates the unit owing rent, and the program processes a damage/unpaid rent or vacancy loss claim to the owner, the participant must reimburse the program for the amount paid to the owner.
- 4.9 If the participant is under a HAP contract that excludes damages and vacancy loss payments to the owner, the participant must satisfy any court awarded judgments to the owner, or the participant's continued eligibility in the program may be questioned.
- 4.10 If the participant does not agree with the amount of damages paid to an owner by the program, the participant may request an Informal Hearing within ten (10) working days of notice of the damage payment. If the participant is unable to reimburse the program the full amount in one payment, the participant may request the program to set up a Repayment

Agreement for a term not to exceed one year. A participant may only have one Repayment Agreement in effect at one time. If a participant is currently under a Repayment Agreement and a damage/unpaid rent claim is processed by the program on behalf of the participant for another unit, the participant must pay the full balance of monies owing on the current Repayment Agreement within 30 days or the participant will be terminated from the program.

- 4.11 When a family moves, the term of the new assisted lease cannot begin until after the lease termination date of the first assisted lease.
- 4.12 The program's occupancy standard shall be in accordance with Chapter 275.44 of the City of Milwaukee Code of Ordinances.

5. INSPECTION POLICIES

- 5.1 All units approved for participation in the Program shall meet the Housing Quality Standards set forth in Part 982,401, of the Code of Federal Regulations and Chapter 275 of the City of Milwaukee Code of Ordinances and the Housing Quality Standards of the program. These standards, which include a determination of acceptability for; (1) sanitary facilities, (2) food preparation and refuse disposal, (3) space and security, (4) thermal environment, (5) illumination and electricity, (6) structure and materials, (7) interior air quality, (8) water supply, (9) lead based paint, (10) access, (11) site and neighborhood, and (12) sanitary conditions, will be applied to each unit evaluated in a manner consistent with the minimum Housing Quality Standards as set forth in 24 CFR 982.401 and Chapter 275 of the City of Milwaukee Code of Ordinances and the Housing Quality Standards as adopted by the program. In case of a conflict between the Housing Quality Standards of the program and the Housing Quality Standards established by the HUD, the Housing Quality Standards adopted by the program shall prevail.
- 5.2 The program will determine the amount of time allowable for completion of repairs when a unit is not approved according to the Housing Quality Standards adopted by the program (e.g. 15 working days after an initial inspection, 24-hour notice for an emergency gas shut-off).
- 5.3 The program may provide exterior work extensions for non-hazardous exterior repairs that cannot be completed prior to execution of the contract because of inclement weather.
- 5.4 The program will accept only one "Request for Lease Approval" at a time for each program applicant/participant.
- 5.5 The program will allow only a prescribed number of unit inspections per "Request for Lease Approval" submitted by an applicant or a participant. If a unit is not approved after the allotted number of inspections, the applicant's/participant's certificate/voucher is tolled and the applicant/participant must submit a new "Request for Lease Approval" either for the

same unit or for another unit. Any further requests for inspections may be subject to a processing fee to be paid by the applicant/participant.

- 5.6 The program will instruct property owners who wish to rent to families with a child under the age of six with an Elevated Blood Level on the correct method of lead abatement. Owners will be required to schedule testing with the City of Milwaukee Health Department. When the Health Department certifies that the unit is lead free, the program will proceed to contract the unit if all other program requirements have been met.
- 5.7 The program will evaluate dwelling units leased to eligible families on a quarterly basis as part of the audit process when a written complaint is received by the program indicating that a dwelling unit does not meet the program's Housing Quality Standards or the family is engaged in activity, which is in violation of the lease and program requirements.

6. MOVING POLICIES

- 6.1 The Rent Assistance Program of the City of Milwaukee regulates the move request for all participants who are currently under contract. This policy shall not discriminate on the basis of Race, Color or National origin. It is the policy of the Rent Assistance Program that all move requests will be accepted for consideration but approval of the move request will be a management decision. No move request shall be processed for any participant currently under contract except for the following reason. All move requests shall be evaluated and placed according to the following order of priorities.

Emergency move will be given first priority, and this category includes participants who are obligated to move because of natural disaster such as fire, storm, or other causality, participants who are displaced or relocated by federal and local government actions and participants whose contracted units fail the Housing Quality Inspection standard and endangered their safety and health condition.

Participants who request permission to move due to an eviction action would have to request an administrative review prior to receiving a voucher to move. The program also considers participants who are requesting to move because of a hardship due to medical conditions, special employment situations and other extenuating circumstances. Any move request for convenience shall not be allowed. Move requests for hardship shall require third party documentation. The program also takes into consideration any move request regarding occupancy correction. In correcting occupancy, standard, age, sex and family size shall be the primary determining factors in placing a family in an appropriate sized unit.

- 6.2 The lease shall permit a termination of the lease by the Family; without cause, at any time after the first year of the term of the lease, on proper 60-day written notice by the family to

the owner and the program in accordance with the program procedures, or by mutual agreement (tenant and owner) if it is during the first year of the term of the lease and in accordance with program procedures.

- 6.3 If a participant in the program wishes to move with continued program benefits, the participant must: request a Certificate or Voucher to move, be determined eligible, give proper 60-day notice to the landlord and the Rent Assistance Program (and must have mutual agreement of landlord if it is in the first year of the term of the lease), comply with all the family obligations and requirements stated in 24 CFR and in the Administrative Plan of the program (Moving Procedures).
- 6.4 If a participant is allowed to move, the participant may move to the unit, but not earlier than during the calendar month in which the 60-Day Notice is effective. If the participant vacates the current unit during the calendar month in which the 60-Day Notice is effective, the participant continues to be liable for the condition of the unit in accordance with the lease until lease termination (per tenant's proper notice) or until the keys are delivered in person to the owner (landlord) or until the unit is released.
- 6.5 A participant may move during the contract year only because of severe hardship or if the participant has found a unit in a low-poverty area, in furtherance of the program's de-concentration policy.
- 6.6 Applicants/participants who wish to leave the jurisdiction of the program will be processed under the Housing and Urban Development's portability rules. The receiving Public Housing Authority will be notified of the family's desire to move. Arrangements will be made with the receiving PHA for the transfer of the tenant to the receiving PHA's, ACC, or for execution of the proper agreement and billing arrangements.
- 6.7 If an owner does not agree to mutual termination of the lease (per the participant's request), the program will deny new assistance to move. However, the participant will be given the opportunity to request an Informal Hearing regarding the denial.
- 6.8 The Program Manager may, upon request and only if there are significant circumstances that warrant such action, approve a 30-day notice to move. This may only be done if the situation makes such action necessary and only with the approval of both owner and tenant (participant). If both the owner and tenant agree to a shorter termination notice, and the Program Manager has approved the 30-day notice, the tenant (participant) must be advised that there may be a possible short term lapse in subsidy due to the shorter processing time involved. The 30-day notice to terminate the lease must be on a calendar month.
- 6.9 Applicants/participants moving into this jurisdiction on a portability basis will be accommodated by the program's current allocation of Certificates/Vouchers when possible. If there are no Certificates or Vouchers available, an agreement on the use of portability billing will be reached with the initiating PHA. All incoming families will be processed

according to the program's policies. All incoming families will be afforded the same due process rights as the program's applicants/participants.

7. DENIALS/TERMINATIONS/QUESTIONING OF CONTINUED ELIGIBILITY POLICIES

7.1 The program may deny, terminate assistance/question the continued eligibility of a family because of the family's action or failure to act.

7.2 The program may deny program assistance for an applicant or terminate program assistance/question continued eligibility for a participant for any of the following or similar reasons:

-The family violates any family obligation under the program as identified in 24 CFR 982.551.

-A member of the household has been evicted from public housing, been denied assistance or terminated from the program.

-A member of the household has an offense for drug-related criminal activity or violent criminal activity or is a registered sex offender. The program, in its discretion, may permit the family to receive assistance provided that the household member(s) determined to have engaged in these activities will not reside in the unit.

-A member of the household is convicted of fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.

A household member currently owes rent or other amounts to the HACM or another Housing Authority in connection with Section 8 or public housing assistance.

-A household member who has not reimbursed a Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

-The family breaches an agreement with a Housing Authority to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority.

-A member of the household has engaged in or threatened abusive or violent behavior toward HACM staff. Such behavior includes, but is not limited to, verbal or physical abuse or violence, language which is considered insulting, intimidating or racially oriented, and is either written or oral.

-A member of the household fails to sign and submit HUD or program required consent

forms for program related information.

-A household, in which no member is an U.S. citizen or eligible immigrant.

-A family, under contract, vacates the unit prior to the lease anniversary date without following program move-out procedures.

-A voucher/certificate has expired before an approved unit has been secured.

-A household member fails to complete the process to determine initial or continued eligibility for the program. (However, an applicant/participant may request further appointments by paying a processing fee to the program.)

RIGHTS AND REMEDIES OF APPLICANTS/PARTICIPANTS

When a decision has been made to deny assistance/terminate/question continued eligibility, an applicant or participant who has been denied assistance/terminated or whose continued eligibility has been questioned shall be notified in writing of the reason(s).

- 7.3 An applicant/participant shall also be given the right to request an administrative appeal to dispute the decision of the program. (Informal Reviews for applicants, Informal Hearings for participants.)

TERMINATION OF THE OWNER BY THE PROGRAM

- 7.4 The program may terminate HAP contract for any breach of the contract. This may include owner fraud, failure of the unit to comply with Housing Quality Standards and drug-related criminal activity or other criminal activity by the owner pursuant to 24 CFR 982.453.
- 7.5 If the program moves to terminate the HAP contract for an owner's breach, the participant may not request an Informal Hearing regarding the contract termination.
- 7.6 It is the policy of the program to request from HUD, the administrative capability to bar an owner from participating in the Rent Assistance program for serious and/or intentional breaches of the Housing Assistance Contract (on a case by case basis.) This ability to bar an owner from the Rent Assistance program may be for a specific term or may be permanent.

8. INFORMAL REVIEW AND HEARING POLICIES

- 8.1 Informal reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. No informal review will be scheduled for applicants to dispute established polices and procedures pursuant to 24 CFR 982.554(c).
- 8.2 Once a denial of assistance notice has been sent to the applicant, and the applicant wishes to dispute the denial, the applicant must send in a written request for an Informal Review to the program within ten (10) working days from the date of the denial notice. If the applicant fails to request an Informal review (in writing) within the specified time, the program decision remains as originally determined. The applicant will be sent a written notice of the date, time and place of the Informal Review.
- 8.3 The Review Officer or designee of the program, pursuant to 24 CFR 982.554, shall conduct the Informal Review. The applicant will be given the opportunity to examine /copy file documents prior to the Informal Review, at the applicant's own expense. If the program does not make the document(s) available for examination to the applicant, the program may not rely on the document(s) at the Informal Review. The applicant may be represented by legal counsel or any other representative, at the applicant's own expense.
- 8.4 During the Informal Review, the applicant or designee will be given the opportunity to present oral or written objections to the program's decision. The Review Officer may consider any mitigating circumstances in making the final decision. After the Informal Review, the applicant will be sent a decision in the mail, setting forth the reasons for the decision. If the applicant or designee fails to attend the Informal Review, the applicant is deemed to be in default and initial program decision will be upheld.
- 8.5 Informal Hearings are provided for participants for the following reasons:
- Determination of the amount of the Total Tenant Payment (TTP) or family rent excluding the program's Schedule of Utility Allowances for Families.
 - Determination of the appropriate utility allowance (if any) for family-paid utilities from the program's Schedule of Utility Allowances for Families.
 - Determination of the number of bedrooms entered on the certificate/voucher under the standards established by the program when the family wants to move to another unit with continued benefits.
 - Decision to deny new assistance on behalf of the participant when moving (e.g. Refusal to issue a new certificate/voucher when the family wants to move, or to enter into a new contract or to approve a lease.)
 - Determination that a participant is residing in a unit with a larger number of bedrooms than needed (according to program standards) and the program's decision is denial of the participant's request for an exception from the standards.

-Decision to terminate assistance for a participant family because of the family's action or failure to act pursuant to 24 CFR 982.552.

-Decision to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the program's policy and HUD regulations.

- 8.6 Pursuant to 24 CFR 982.555(c), the program must notify the family that in situations described in sections 1, 2, and 3, the family may ask for an explanation for the basis of the program's decision. The explanation will be given prior to scheduling an Informal Hearing and will try to resolve any questions regarding the program's decision. If the family does not agree with the explanation, an Informal Hearing will then be scheduled.
- 8.7 An Informal hearing will not be scheduled for participants to dispute established policies and procedures pursuant to 24 CFR 982.555(b).
- 8.8 Once the notice of the program's decision has been sent to the participant and the participant wishes to dispute the notice, the participant must send in a written request for an Informal Hearing to the program. The written request must be sent within ten (10) working days from the date of the program's notice. If the participant fails to request an Informal Hearing, in writing, within the specified time, the program's decision will be upheld. The participant will be notified, in writing, of the date, time, and place of the Informal Hearing.
- 8.9 If an applicant/participant fails to attend the review/hearing, the review/hearing may be re-scheduled subject to the payment of a processing fee.
- 8.10 The Hearing Officer or a designee of the program, pursuant to 24 CFR 982.554, shall conduct the Informal Hearing. The participant will be given an opportunity to examine/copy file documents prior to the Informal Hearing, at the participant's own expense. If the program does not make the document(s) available for examination to the participant, the program may not rely on the document(s) at the Informal Hearing. The participant may also be represented by legal counsel or any other representative, at the participant's own expense.
- 8.11 During the Informal Hearing, the participant or designee will be given the opportunity to present oral or written objection to the program's decision. The Hearing Officer may consider any mitigating circumstances in making the final decision. After the Informal Review, the participant will be sent a decision in the mail, setting forth the reasons for the decision. If the participant or designee fails to attend the Informal Hearing, the participant is deemed to be in default and the program decision will be upheld.
- 9.0 **CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS**

9.1 PURPOSE

This Code of Conduct establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity and specifically in this situation with the integrity of the employees and Commissioners of the Housing Authority of the City of Milwaukee (HACM), this Section sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Authority.

This Code of Conduct is not intended, nor should it be construed, as an attempt to unreasonably intrude upon the individual employee or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

9.2 CONFLICT OF INTEREST

In accordance with 24 CFR 982.161, neither the HACM nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the HACM or for one year thereafter:

- A. Any present or former member or officer of the HACM (except a participant commissioner);
- B. Any employee of the HACM or any contractor, subcontractor or agent of the HACM who formulates policy or who influences decisions with respect to the programs;
- C. Any public official, member of a governing body, or State or local legislator who exercises functions or responsibilities with respect to the HACM's programs; or
- D. Any member of the Congress of the United States.

Any member of the classes described in A, B, C, or D, must disclose their interest or prospective interest to the HACM and HUD.

The Conflict of Interest prohibition under this section (9.2) may be waived by the HUD Field Office upon the request of the HACM for good cause.

9.3 PROHIBITION OF SOLICITATION OR ACCEPTANCE OF GIFTS

No Commissioner or HACM employee shall solicit any gift or consideration of any kind, nor shall any HACM employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter

proposed or pending before the HACM.

9.4 HOUSING AUTHORITY ADMINISTRATIVE AND DISCIPLINARY REMEDIES FOR VIOLATION OF THE HOUSING AUTHORITY CODE OF CONDUCT

Violations of this Code of Conduct Policy will result in disciplinary action as outlined in the HACM's Personnel Policy or as determined by action of the Board of Commissioners.

10. ANTI-FRAUD POLICY

The HACM is fully committed to combating fraud in its Section 8 housing program. It defines fraud as a single act or pattern of actions that include false statements, the omission of information, or the concealment of a substantive fact made with the intention of deceiving or misleading the HACM. It results in the inappropriate expenditure of public housing funds and/or a violation of Section 8 requirements.

Although there are numerous different types of fraud that may be committed, the two most common are the failure to fully report all sources of income and the failure to accurately report who is residing in the residence. The HACM shall aggressively attempt to prevent all cases of fraud.

When a fraudulent action is discovered, the HACM shall take action. It shall do one or more of the following things depending on circumstances and what it determines appropriate:

- A. Require the resident to immediately repay the amount in question;
- B. Require the resident to enter into a satisfactory repayment;
- C. Terminate the resident's rental assistance;
- D. Refer the case for criminal prosecution; or
- E. Take such other action as the HACM deems appropriate.

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Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<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	\$1,566,600			
3	1408 Management Improvements	\$1,566,600			
4	1410 Administration	\$100,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs (A&E fees)	\$800,000			
8	1440 Site Acquisition				
9	1450 Site Improvements	\$50,000			
10	1460 Dwelling Structures	\$1,625,000			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Non-Dwelling Structures	\$100,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition	\$300,000			
15	1490 Replacement Reserve	20,000			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$100,000			
18	1498 Mod Used for Development				
19	1501 Collateralization or Debt Service	\$1,500,000			
20	1502 Contingency	\$104,837			
21	Amount of Annual Grant: (sum of lines 2-20)	7,833,037			
22	Amount of total grant related to LBP Activity	25,000			
23	Amount of total grant related to Section 504 compliance	\$50,000			
24	Amount of total grant related to security soft costs	\$1,336,600			
25	Amount of total grant related to security hard costs	\$85,000			
26	Amount of total grant related to energy conservation	\$500,000			

Note: The Housing Authority would like to consider a bond issue to raise \$30 million for capital improvements, including development of replacement housing.

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
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	
Operations/PHA-Wide	Operation	1406		1,566,600				
Management Improvements/ Soft Costs	Security Staff Youth services coordinator Resident initiatives Resident Initiatives Coordinator/Consultant Resident Employment, Job Training and Economic Development, including: Construction-Inspection Team Recycling Program Youth Employment	1408		1,566,600				
Administration/PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		100,000				
Architectural and Engineering Fees/PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		800,000				
Locust Court WI0020015	Site Improvement	1450		50,000				
Arlington Court WI39P002013	Elevator modernization, elevator control room modifications	1460		25,000				
Becher Court WI39P002018 WI39P002029	Elevator modernization, elevator control room modifications Lightning protection Façade restoration	1460 1460 1460		5,000 17,000 175,000				

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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	
College Court WI39P002012	Elevator modernization, elevator control room modifications	1460		5,000				
	Lightning protection	1460		17,000				
	Façade restoration	1460		175,000				
Hillside Terrace W139P002001 W139P002004	Elevator modernization, elevator control room modifications	1460		5,000				
	Lightning protection	1460		17,000				
Holton Terrace WI002008	Elevator modernization,elevator control room modifications	1460		5,000				
Lapham Park WI002005	Elevator modernization,elevator control room modifications	1460		5,000				
Lapham Park WI002005	Façade restoration	1460		175,000				
Lincoln Court WI002019	Elevator modernization, elevator control room modifications	1460		5,000				
Locust Court WI002015	Common areas improvements	1460		50,000				
	Elevator modernization, elevator control room modifications	1460		25,000				
Merrill Park WI002009A	Elevator modernization, elevator control room modifications	1460		5,000				
Mitchell Court WI002017	Elevator modernization, elevator control room modifications	1460		5,000				
	Lightning protection	1460		17,000				
Riverview WI002006B	Elevator modernization, elevator control room modifications	1460		25,000				
	Electrical distribution system	1460		450,000				
	Lightning protection	1460		17,000				

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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	
Westlawn WI002002	Electrical distribution system	1460		50,000				
Westlawn WI002002	Perimeter porch replacement	1460		2,000,000				
PHA-Wide	Mitigation of Environmental Hazards	1460		300,000				
PHA-Wide	ADA/504 Accommodations	1460		50,000				
Hillside Terrace WI002001 WI002004	Family Resource Center improvements	1470		100,000				
Highland Park WI002006A	Demolition of obsolete units	1485		300,000				
PHA-Wide Replacement Reserves		1490		20,000				
PHA-Wide Relocation Costs		1495.1		100,000				
PHA-Wide Collateralization or Debt Service	The Housing Authority would like to consider a bond issue for the work that is described on page 5	1501		1,500,000				
Contingency/ PHA-Wide	Contingency	1502		104,837				

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
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	
Parklawn WI002007	Replace roof at YMCA and manager office	1450		500,000				
Hillside WI002001/WI002004	Replace roof at the Resource Center	1450		500,000				
	Replace roof at 5011 W. Lisbon Ave	1450		500,000				
PHA Wide	Upgrade card access system and cameras	1460		2,500,000				
PHA Wide	Exterior building repairs	1460		6,000,000				
Lincoln Court WI002019/ Mitchell Court WI002017	First floor expansion	1460		3,500,000				
Lapham Park WI002005	Replace windows on highrise building	1460		500,000				
Westlawn WI002002	Electrical upgrade	1460		3,000,000				
Westlawn WI002002	Porch replacement	1460		2,000,000				
Convent Hill WI002003	Replacement	1460		2,500,000				
PHA Wide	Compactor Replacement	1460		500,000				
Various Scattered Sites	Replace 50 obsolete homes	1460		8,000,000				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2006	
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	
Arlington Court WI002013	9/15/08			9/15/10			
Becher Court WI002018 WI39P002029	9/15/08			9/15/10			
Convent Hill WI002003	9/15/08			9/15/10			
College Court WI002012	9/15/08			9/15/10			
Hillside Terrace WI002001 WI002004	9/15/08			9/15/10			
Holton Terrace WI002008	9/15/08			9/15/10			
Lapham Park WI002005	9/15/08			9/15/10			
Lincoln Court WI002019	9/15/08			9/15/10			
Locust Court WI002015	9/15/08			9/15/10			
Merrill Park WI002009A	9/15/08			9/15/10			
Mitchell Court WI002017	9/15/08			9/15/10			
Riverview WI002006B	9/15/08			9/15/10			
Westlawn WI002002	9/15/08			9/15/10			
Relocation/PHA-Wide	9/15/08			9/15/10			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA- Wide/Collaterization or Debt Service	9/15/08			9/15/10			

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the City of Milwaukee			<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
Becher Court/ WI002018 Becher Court Addition WI39P002029		0	0	\$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500	0
Carver Park/ WI39P002046		0	0	0	0
Carver Park/ WI39P002047		0	0	0	0
Cherry Court WI002009B		0	0	0	0

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the City of Milwaukee			<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
College Court WI002012		0	0	\$2,500 \$2,500	0
Convent Hill/ WI002003		0	0	0	0
Highland Park/ WI002006A		0	0	0	0

**Capital Fund Program Five-Year Action Plan
Part I: Summary**

PHA Name Housing Authority of the City of Milwaukee		<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
Locust Court/ WI002015		\$150,000	0	\$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500	0

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of the City of Milwaukee		<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
Parklawn/ WI002007		\$100,000	0	\$2,500 \$2,500	0

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the City of Milwaukee				<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
Scattered Sites/ WI39P002041		0	0	0	\$2,000 \$2,000

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of the City of Milwaukee		<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
Westlawn/ WI002002		\$50,000 \$1,000,000	\$750,000 \$1,000,000	\$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$70,000 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$2,500 \$1,000,000 \$2,500 \$2,500 \$2,500	\$62,000 \$1,000,000
PHA-Wide Mitigation of Environmental Hazards		300,000	300,000	300,000	300,000
PHA-Wide ADA/504 Accommodations		50,000	50,000	50,000	50,000
PHA-Wide Relocations Costs		100,000	100,000	100,000	100,000
Operations		1,566,600	1,566,600	1,566,600	1,566,600
Management Improvements		1,566,600	1,566,600	1,566,600	1,566,600
Administration		100,000	100,000	100,000	100,000
Architectural & Engineering Fees		800,000	800,000	800,000	800,000

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Housing Authority of the City of Milwaukee			<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: PHA FY:2007	Work Statement for Year 3 FFY Grant: PHA FY:2008	Work Statement for Year 4 FFY Grant: PHA FY: 2009	Work Statement for Year 5 FFY Grant: PHA FY: 2010
	See Annual Statement				
Contingency		99,837	99,837	99,837	99,837
Replacement Reserves					
Collateralization or Debt Service		1,500,000	1,500,000	1,500,000	1,500,000
Total CFP Estimated Cost		7,833,037	7,833,037	7,833,037	7,833,037

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :_2_ FFY Grant: PHA FY: 2007			Activities for Year: _3__ FFY Grant: PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Arlington Court WI002013	elevator modernization, elevator control room modifications	150,000	Arlington Court WI002013		0
	Becher Court WI002018/ WI39P002029		0	Becher Court WI002029		0
	Carver Park/ WI39P002046		0	Carver Park/ WI39P002046		0
	Carver Park/ WI39P002047		0	Carver Park/ WI39P002046		0
	Cherry Court/ WI002009B		0	Cherry Court/ WI002009B		0
	College Court WI002012		0	College Court WI002012		0
	Convent Hill/ WI002003		0	Convent Hill/ WI002003		0
	Highland Park/ WI002006A		0	Highland Park/ WI002006A		0
	Hillside Terrace WI002001/ WI002004	elevator modernization, elevator control room modifications	150,000	Hillside Terrace WI002001/ WI002004		0
	Holton Terrace WI002008		0	Holton Terrace WI002008		0
	Lapham Park WI002005		0	Lapham Park WI002005		0
	Lincoln Court WI002019		0	Lincoln Court WI002019		0
	Locust Court WI002015	elevator modernization, elevator control room modifications	150,000	Locust Court WI002015		0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :_2_ FFY Grant: PHA FY: 2007			Activities for Year: _3_ FFY Grant: PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Merrill Park WI002009A		0	Merrill Park WI002009A		0
	Mitchell Court WI002017		0	Mitchell Court WI002017		0
	Parklawn WI002007	YMCA improvements	100,000	Parklawn WI002007		0
	Riverview WI002006B	elevator modernization, elevator control room modifications	150,000	Riverview WI002006B		0
	Scattered Sites WI002010		0	Scattered Sites WI002010		0
	Scattered Sites WI002016		0	Scattered Sites WI002016		0
	Scattered Sites WI002020		0	Scattered Sites WI002020		0
	Scattered Sites WI002021		0	Scattered Sites WI002021		0
	Scattered Sites WI002022		0	Scattered Sites WI002022		0
	Scattered Sites WI002024		0	Scattered Sites WI002024		0
	Scattered Sites WI002026		0	Scattered Sites WI002026		0
	Scattered Sites WI002027		0	Scattered Sites WI002027		0
	Scattered Sites WI002030		0	Scattered Sites WI002030		0
	Scattered Sites WI39P002035		0	Scattered Sites WI39P002035		0
	Scattered Sites WI39P002037		0	Scattered Sites WI39P002037		0
	Scattered Sites WI39P002041		0	Scattered Sites WI39P002041		0
	Scattered Sites WI39P002043		0	Scattered Sites WI39P002043		0

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :_2_ FFY Grant: PHA FY: 2007			Activities for Year: _3_ FFY Grant: PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Scattered Sites WI39P002044		0	Scattered Sites WI39P002044		0
	Scattered Sites WI39P002045		0	Scattered Sites WI39P002045		0
	Westlawn WI002002	electrical distribution system replace existing canopies, front stoops, and fron walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	50,000 1,000,000	Westlawn WI002003	electrical distribution system replace existing canopies, front stoops, and fron walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	750,000 1,000,000
	PHA-Wide	Mitigation of environmental hazards ADA/504 Accommodations Relocations Costs	300,000 50,000 100,000	PHA-Wide	Mitigation of environmental hazards ADA/504 Accommodations Relocations Costs	300,000 50,000 100,000
	Operations 1406		1,566,600	Operations 1406		1,566,600
	Management Improvements 1408		1,566,600	Management Improvements 1408		1,566,600
	Administration 1410		100,000	Administration 1410		100,000
	Architectural & Engineering Fees 1430		800,000	Architectural & Engineering Fees 1430		800,000
	Replacement Reserve 1490			Replacement Reserve 1490		
	Contingency 1502		99,837	Contingency 1502		99,837
	Collaterization or Debt Service		1,500,000	Collaterization or Debt Service		1,500,000
Total CFP Estimated Cost			\$7,833,037			\$7,833,037

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4__ FFY Grant: PHA FY: 2009			Activities for Year: _5__ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Lincoln Court WI002019	site improvements	\$2,500	Lincoln Court WI002019		0
	parking lot and driveway improvements	\$2,500			
	common areas improvements	\$2,500			
	camera surveillance, card access, security system hardware	\$2,500			
	fire alarm/help call system improvements	\$2,500			
	fire protection improvements	\$2,500			
	stairwell pressurization system	\$2,500			
	roofing, roofing repairs, flashing, gutters/downspouts	\$2,500			
	tuckpointing and exterior cladding	\$2,500			
	chimney repair and replacement	\$2,500			
	electrical distribution system	\$2,500			
	interior and exterior lighting	\$2,500			
	HVAC improvements	\$2,500			
	domestic water and drain/waste/vent improvements	\$2,500			
	bathroom modernization	\$2,500			
	kitchen modernization	\$2,500			
	flooring repair and replacement	\$2,500			
	ceiling repair and replacement	\$2,500			
	interior and exterior door and door hardware	\$2,500			
	window and window hardware	\$2,500			
	first floor renovation/addition	\$2,500			
	façade restoration	\$2,500			

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4___ FFY Grant: PHA FY: 2009			Activities for Year: _5__ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Locust Court WI002015	parking lot and driveway improvements	\$2,500	Locust Court WI002015		0
	camera surveillance, card access, security system hardware	\$2,500			
	fire alarm/help call system improvements	\$2,500			
	fire protection improvements	\$2,500			
	stairwell pressurization system	\$2,500			
	roofing, roofing repairs, flashing, gutters/downspouts	\$2,500			
	tuckpointing and exterior cladding	\$2,500			
	chimney repair and replacement	\$2,500			
	electrical distribution system	\$2,500			
	interior and exterior lighting	\$2,500			
	HVAC improvements	\$2,500			
	domestic water and drain/waste/vent improvements	\$2,500			
	bathroom modernization	\$2,500			
	kitchen modernization	\$2,500			
	flooring repair and replacement	\$2,500			
	ceiling repair and replacement	\$2,500			
	interior and exterior door and door hardware	\$2,500			
	window and window hardware	\$2,500			
	façade restoration	\$2,500			

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4__ FFY Grant: PHA FY: 2009			Activities for Year: _5__ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Merrill Park WI002009A	site improvements	\$2,500	Merrill Park WI002009A		0
	parking lot and driveway improvements	\$2,500			
	common areas improvements	\$2,500			
	camera surveillance, card access, security system hardware	\$2,500			
	fire alarm/help call system improvements	\$2,500			
	fire protection improvements	\$2,500			
	stairwell pressurization system	\$2,500			
	roofing, roofing repairs, flashing, gutters/downspouts	\$2,500			
	tuckpointing and exterior cladding	\$2,500			
	chimney repair and replacement	\$2,500			
	electrical distribution system	\$2,500			
	interior and exterior lighting	\$2,500			
	HVAC improvements	\$2,500			
	domestic water and drain/waste/vent improvements	\$2,500			
	bathroom modernization	\$2,500			
	kitchen modernization	\$2,500			
	flooring repair and replacement	\$2,500			
	ceiling repair and replacement	\$2,500			
	interior and exterior door and door hardware	\$2,500			
	window and window hardware	\$2,500			
	façade restoration	\$2,500			

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4___ FFY Grant: PHA FY: 2009			Activities for Year: _5___ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Parklawn WI002007	site improvements	\$2,500	Parklawn WI002007		0
	parking lot and driveway improvements	\$2,500			
	camera surveillance, card access, security system hardware	\$2,500			
	roofing, roofing repairs, flashing, gutters/downspouts	\$2,500			
	tuckpointing and exterior cladding	\$2,500			
	chimney repair and replacement	\$2,500			
	electrical distribution system	\$2,500			
	interior and exterior lighting	\$2,500			
	HVAC improvements	\$2,500			
	domestic water and drain/waste/vent improvements	\$2,500			
	bathroom modernization	\$2,500			
	kitchen modernization	\$2,500			
	flooring repair and replacement	\$2,500			
	ceiling repair and replacement	\$2,500			
	interior and exterior door and door hardware	\$2,500			
	window and window hardware	\$2,500			
	foundation repair, foundation drainage system	\$2,500			
	Family Investment Center improvements	\$2,500			
	management office improvements	\$2,500			

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4___ FFY Grant: PHA FY: 2009			Activities for Year: _5___ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Riverview WI002006B	site improvements	\$2,500	Riverview WI002006B		0
	parking lot and driveway improvements	\$2,500			
	common areas improvements	\$2,500			
	camera surveillance, card access, security system hardware	\$2,500			
	fire alarm/help call system improvements	\$2,500			
	fire protection improvements	\$2,500			
	stairwell pressurization system	\$2,500			
	roofing, roofing repairs, flashing, gutters/downspouts	\$2,500			
	tuckpointing and exterior cladding	\$2,500			
	chimney repair and replacement	\$2,500			
	interior and exterior lighting	\$2,500			
	HVAC improvements	\$2,500			
	domestic water and drain/waste/vent improvements	\$2,500			
	bathroom modernization	\$2,500			
	kitchen modernization	\$2,500			
	flooring repair and replacement	\$2,500			
	ceiling repair and replacement	\$2,500			
	interior and exterior door and door hardware	\$2,500			
	window and window hardware	\$2,500			
	façade restoration	\$2,500			

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4__ FFY Grant: PHA FY: 2009			Activities for Year: _5__ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Scattered Sites WI002010		0	Scattered Sites WI002010	site improvements \$2,000 driveway improvements \$2,000 camera surveillance, card access, security system hardware \$2,000 roofing, roofing repairs, flashing, gutters/downspouts \$2,000 tuckpointing and exterior cladding \$2,000 chimney repair and replacement \$2,000 electrical distribution system \$2,000 interior and exterior lighting \$2,000 HVAC improvements \$2,000 domestic water and drain/waste/vent improvements \$2,000 bathroom modernization \$2,000 kitchen modernization \$2,000 flooring repair and replacement \$2,000 ceiling repair and replacement \$2,000 interior and exterior door and door hardware \$2,000 window and window hardware \$2,000 foundation repair, foundation drainage system \$2,000 exterior painting \$2,000 building and garage siding \$2,000 porches/stoops/canopies \$2,000 sewer and water laterals \$2,000 garage repair and replacement \$2,000 demolition of obsolete units \$2,000	

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4___ FFY Grant: PHA FY: 2009			Activities for Year: _5___ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Scattered Sites WI002020		0	Scattered Sites WI002020	site improvements \$2,000 driveway improvements \$2,000 camera surveillance, card access, security system hardware \$2,000 roofing, roofing repairs, flashing, gutters/downspouts \$2,000 tuckpointing and exterior cladding \$2,000 chimney repair and replacement \$2,000 electrical distribution system \$2,000 interior and exterior lighting \$2,000 HVAC improvements \$2,000 domestic water and drain/waste/vent improvements \$2,000 bathroom modernization \$2,000 kitchen modernization \$2,000 flooring repair and replacement \$2,000 ceiling repair and replacement \$2,000 interior and exterior door and door hardware \$2,000 window and window hardware \$2,000 foundation repair, foundation drainage system \$2,000 exterior painting \$2,000 building and garage siding \$2,000 porches/stoops/canopies \$2,000 sewer and water laterals \$2,000 garage repair and replacement \$2,000 demolition of obsolete units \$2,000	

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4___ FFY Grant: PHA FY: 2009			Activities for Year: _5___ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Scattered Sites WI002027		0	Scattered Sites WI002027	site improvements \$2,000 driveway improvements \$2,000 camera surveillance, card access, security system hardware \$2,000 roofing, roofing repairs, flashing, gutters/downspouts \$2,000 tuckpointing and exterior cladding \$2,000 chimney repair and replacement \$2,000 electrical distribution system \$2,000 interior and exterior lighting \$2,000 HVAC improvements \$2,000 domestic water and drain/waste/vent improvements \$2,000 bathroom modernization \$2,000 kitchen modernization \$2,000 flooring repair and replacement \$2,000 ceiling repair and replacement \$2,000 interior and exterior door and door hardware \$2,000 window and window hardware \$2,000 foundation repair, foundation drainage system \$2,000 exterior painting \$2,000 building and garage siding \$2,000 porches/stoops/canopies \$2,000 sewer and water laterals \$2,000 garage repair and replacement \$2,000 demolition of obsolete units \$2,000	

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4____ FFY Grant: PHA FY: 2009			Activities for Year: _5____ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Westlawn WI002002	site improvements	\$2,500	Westlawn WI002002	electrical distribution system	\$62,000
	parking lot and driveway improvements	\$2,500		replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	\$1,000,000
	camera surveillance, card access, security system hardware	\$2,500			
	roofing, roofing repairs, flashing, gutters/downspouts	\$2,500			
	tuckpointing and exterior cladding	\$2,500			
	chimney repair and replacement	\$2,500			
	electrical distribution system	\$70,000			
	interior and exterior lighting	\$2,500			
	HVAC improvements	\$2,500			
	domestic water and drain/waste/vent improvements	\$2,500			
	bathroom modernization	\$2,500			
	kitchen modernization	\$2,500			
	flooring repair and replacement	\$2,500			
	ceiling repair and replacement	\$2,500			
	interior and exterior door and door hardware	\$2,500			
	window and window hardware	\$2,500			
	foundation repair, foundation drainage system	\$2,500			
	replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	\$1,000,000			
	Silver Spring Neighborhood Center improvements	\$2,500			
	management office/maintenance facility improvements	\$2,500			
Central Support Facility improvements	\$2,500				

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year :_4__ FFY Grant: PHA FY: 2009			Activities for Year: _5__ FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-Wide	Mitigation of environmental hazards ADA/504 accommodations Relocation Costs	300,000 50,000 100,000	PHA-Wide	Mitigation of environmental hazards ADA/504 accommodations Relocation Costs	300,000 50,000 100,000
Operations 1406		1,566,600	Operations 1406		1,566,600
Management improvements 1408		1,566,600	Management improvements 1408		1,566,600
Administration 1410		100,000	Administration 1410		100,000
Architectural & Engineering fees 1430		800,000	Architectural & Engineering fees 1430		800,000
Replacement Reserve 1490			Replacement Reserve 1490		
Contingency 1502		99,837	Contingency 1502		99,837
Collateralization or Debt Service		1,500,000	Collateralization or Debt Service		1,500,000
Total CFP Estimated Cost		\$7,833,037			\$7,833,037

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the city of Milwaukee	Grant Type and Number Capital Fund Program Grant No: WI39P00250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06-30-05
 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	\$1,384,500	\$1,384,500	\$1,384,500	\$1,384,500
3	1408 Management Improvements	\$1,260,000	\$1,260,000	\$1,125,000	\$ 881,969
4	1410 Administration	\$ 100,000	\$ 100,000	\$ 100,000	\$ 711
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 200,000	\$ 767,500	\$ 721,473	\$ 425,916
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 700,000	\$ 550,000	\$ 390,178	\$ 0
10	1460 Dwelling Structures	\$1,815,339	\$1,397,839	\$ 168,239	\$ 155,188
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition	\$ 100,000	\$ 100,000	\$ 0	\$ 0
15	1490 Replacement Reserve	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$ 100,000	\$ 100,000	\$ 0	\$ 0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	\$ 730,000	\$ 730,000	\$ 0	\$ 0
20	1502 Contingency	\$ 90,506	\$ 90,506	\$ 0	\$ 0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$7,480,345	\$7,480,345	\$4,889,390	\$3,848,284
22	Amount of line 21 Related to LBP Activities	\$ 75,000	\$ 3,000	\$ 170	\$ 170
23	Amount of line 21 Related to Section 504 compliance	\$ 50,000	\$ 50,000	\$ 0	\$ 0
24	Amount of line 21 Related to Security – Soft Costs	\$ 850,000	\$ 850,000	\$ 850,000	\$ 850,000
25	Amount of Line 21 Related to Security – Hard Costs	\$ 132,500	\$ 165,925	\$ 138,535	\$ 138,535
26	Amount of line 21 Related to Energy Conservation Measures	\$ 0	\$ 124,887	\$ 124,887	\$ 124,887

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250104 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	
Operations/ PHA-Wide	Operations	1406		1,384,500	1,384,500	1,384,500	1,384,500	
Management Improvements/ Soft Costs	Security Staff	1408		850,000	850,000	850,000	781,217	
	Youth Services Coordinator	1408		55,000	55,000	55,000	43,088	
	Resident initiatives	1408		40,000	40,000	0	0	
	Resident Initiatives Coordinator/Consultant	1408		40,000	40,000	40,000	0	
	Resident employment, job training and economic development, including: - Construction inspection team - Recycling program - Youth employment	1408		275,000	275,000	180,000	57,664	
Administration/ PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney and Administrative Assistant	1410		100,000	100,000	100,000	711	
Architectural and Engineering Fees/ PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		200,000	767,500	721,473	425,916	
Westlawn/ WI39P002002	Site improvements	1450		150,000	0	0	0	Eliminated
	Camera surveillance, card access, security system hardware	1460		5,000	0	0	0	Eliminated
	Replace existing canopies, front stoops, front walks with poured concrete porches, gabled porch roofs, metal railings, new concrete walks	1460		847,839	547,839	0	0	In Process

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250104 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	
Cherry Court/ WI39P00209B	Site improvements	1450		550,000	550,000	390,178	0	In Process
	Replacement reserve for revitalization of Cherry Court	1490		500,000	500,000	500,000	500,000	In Process
	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
	Electrical distribution system	1460		500,000	500,000	21,470	21,470	In Process
Arlington Court/ WI39P002013	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
	Fire protection improvements	1460		5,000	0	0	0	Eliminated
Becher Court/ WI39P002018/ WI39002029	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
	Fire protection improvements	1460		5,000	0	0	0	Eliminated
College Court/ WI39P002012	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
	Fire protection improvements	1460		5,000	0	0	0	Eliminated
Convent Hill/ WI39P002003	Replacement reserve for revitalization of Convent Hill	1490		500,000	500,000	500,000	500,000	In Process
Highland Park/ WI39P002003A	Demolition of obsolete units	1485		100,000	100,000	0	0	In Process
Hillside Terrace/ WI39P002001/WI39P002004	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
Holton Terrace/ WI39P002008	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
Lapham Park/ WI39P002005	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
	Fire protection improvements	1460		5,000	0	0	0	Eliminated
Lincoln Court/ WI39P002019	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
	Fire protection improvements	1460		5,000	0	0	0	Eliminated

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250104 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	
Locust Court/ WI39P002015	Fire alarm/help call system improvements Fire protection improvements	1460 1460		5,000 5,000	0 0	0 0	0 0	Eliminated Eliminated
Merrill Park/ WI39P002009A	Fire alarm/help call system improvements	1460		5,000	0	0	0	Eliminated
Mitchell Court/ WI39P002017	Fire alarm/help call system improvements Fire protection improvements	1460 1460		5,000 5,000	0 0	0 0	0 0	Eliminated Eliminated
Parklawn/ WI39P002007	Camera surveillance, card access, security system hardware	1460		5,000	0	0	0	Eliminated
Riverview/ WI39P002006B	Fire alarm/help call system improvements Fire protection improvements	1460 1460		5,000 5,000	0 0	0 0	0 0	Eliminated Eliminated
Scattered Sites/ WI39P002010	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002016	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002020	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002021	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002022	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002024	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002026	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002027	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250104 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	
Scattered Sites/ WI39P002030	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002035	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002037	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002041	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002043	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002044	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
Scattered Sites/ WI39P002045	Camera surveillance, card access, security system hardware	1460		500	0	0	0	Eliminated
PHA-Wide	Mitigation of environmental hazards	1460		300,000	300,000	146,769	133,718	In Process
PHA-Wide	ADA/504 accommodations	1460		50,000	50,000	0	0	In Process
Relocation/ PHA-Wide	Relocation costs for residents affected by demolition or revitalization	1495.1	20	100,000	100,000	0	0	In Process
Collateralization or Debt Service/ PHA-Wide	The Housing Authority would like to obtain additional financing for physical improvements, including the revitalization of Cherry Court/Scattered Sites, Convent Hill, Riverview, and/or additional replacement housing.	1501		730,000	730,000	0	0	
Contingency/ PHA-Wide	Contingency	1502		90,506	90,506	0	0	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the city of Milwaukee	Grant Type and Number Capital Fund Program Grant No: WI39P00250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06-30-05
 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	1,384,500	1,384,500	1,384,500	1,384,500
3	1408 Management Improvements	1,185,000	1,185,000	1,152,930	1,151,586
4	1410 Administration	100,000	200,000	188,179	56,125
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	223,366	717,339	713,053	710,319
8	1440 Site Acquisition				
9	1450 Site Improvement	0	13,570	13,570	5,620
10	1460 Dwelling Structures	2,481,264	3,107,721	3,097,156	1,517,537
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition	189,376	189,376	176,968	176,968
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	100,000	125,000	0	0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	1,259,000	0	0	0
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	6,922,506	6,922,506	6,726,356	5,002,655
22	Amount of line 21 Related to LBP Activities	75,000	0	0	0
23	Amount of line 21 Related to Section 504 compliance	50,000	164,210	153,645	31,485
24	Amount of line 21 Related to Security – Soft Costs	850,000	850,000	850,000	850,000
25	Amount of Line 21 Related to Security – Hard Costs	1,725,000	1,337,704	1,337,704	918,588
26	Amount of line 21 Related to Energy Conservation Measures	0	372,160	372,160	250,000

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Arlington Court/ WI39P002013	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
Becher Court/ WI39P002018/ WI39002029	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
Cherry Court/ WI39P00209B	Fire protection improvements	1460	1	450,000	0	0	0	Eliminated
	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
	Replacement units	1460	17	0	1,221,576	1,221,576	0	In Process
College Court/ WI39P002012	Fire protection improvements	1460	1	1,624	1,624	1,624	1,624	Complete
	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
	HVAC improvements	1460	1	0	0	0	0	Eliminated
Highland Park/ WI39P002003A	Demolition	1485	1	176,968	176,968	176,968	176,968	Complete
Hillside Terrace/ WI39P002001/ WI39P002004	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
	Fire protection improvements	1460	1	325,000	325,000	325,000	89,174	In Process
Holton Terrace/ WI39P002008	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
	Fire protection improvements	1460	1	475,000	475,000	475,000	407,395	In Process
Lapham Park/ WI39P002005	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
	Site Improvements	1450	1	0	3,900	3,900	3,900	Complete
Lincoln Court/ WI39P002019	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
Locust Court/ WI39P002015	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
	HVAC improvements	1460	1	65,000	0	0	0	Eliminated

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Merrill Park/ WI39P002009A	Elevator modernization/control room modifications Fire protection improvements	1460 1460	1 1	2,500 475,000	0 475,000	0 475,000	0 420,395	Eliminated In Process
Mitchell Court/ WI39P002017	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
Parklawn/ WI39P002007	Modernize boilers Site improvements	1460 1450	1 1	250,000 0	250,000 9,670	250,000 9,670	250,000 1,720	Complete In process
Riverview/ WI39P002006B	Elevator modernization/control room modifications	1460	1	2,500	0	0	0	Eliminated
Scattered Sites/ WI39P002010	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002016	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002020	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002021	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002022	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002024	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002026	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002027	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated
Scattered Sites/ WI39P002030	Demolition of obsolete units	1485	1	0	0	0	0	Eliminated

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Scattered Sites/ WI39P002035	Demolition of obsolete units	1485	1	2,408	2,408	0	0	In Process
Scattered Sites/ WI39P002037	Demolition of obsolete units	1485	1	2,500	2,500	0	0	In Process
Scattered Sites/ WI39P002041	Demolition of obsolete units	1485	1	2,500	2,500	0	0	In Process
Scattered Sites/ WI39P002043	Demolition of obsolete units	1485	1	2,500	2,500	0	0	In Process
Scattered Sites/ WI39P002044	Demolition of obsolete units	1485	1	2,500	2,500	0	0	In Process
Westlawn/ WI39P002002	Construct porches and lay new walkways	1460	1	59,640	0	0	0	Eliminated
Relocation/ PHA-Wide	Relocation costs for residents affected by demolition or revitalization	1495.1	20	100,000	125,000	0	0	In Process
PHA-Wide	Operations	1406		1,384,500	1,384,500	1,384,500	1,384,500	
PHA-Wide Management Improvements/ Soft Costs	Security staff	1408		850,000	850,000	850,000	850,000	
	Youth services coordinator	1408		55,000	55,000	55,000	55,000	
	Resident initiatives	1408		40,000	40,000	16,921	16,396	
	Resident Initiatives Coordinator/Consultant	1408		40,000	40,000	31,694	31,680	
	Resident Employment, Job Training and Economic Development, including: - Construction-Inspection Team - Recycling Program - Youth Employment	1408		200,000	200,000	199,314	198,510	
Administration/ PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		100,000	200,000	188,180	56,124	
PHA-Wide	Mitigation of Environmental Hazards	1460		300,000	317,471	317,471	317,465	Complete

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Section 504 Compliance	1460		50,000	42,050	31,485	31,485	In Process
PHA-Wide	Contingency	1502		0	0	0	0	Eliminated
Architectural and Engineering Fees/ PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		223,366	717,339	713,053	710,319	In Process
Collateralization or Debt Service/ PHA-Wide	The Housing Authority would like to obtain a Line of Credit from Fannie Mae for additional financing for the Highland Park revitalization, Convent Hill and/or additional replacement housing.	1501		1,259,000	0	0	0	Eliminated

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the city of Milwaukee	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250104	Federal FY of Grant: 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06-30-05
 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	\$ 100,000	\$ 100,000	\$ 100,000	\$ 0
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 200,000	\$ 200,000	\$ 120,000	\$ 0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 124,316	\$ 124,316	\$ 124,316	\$ 0
10	1460 Dwelling Structures	\$ 835,874	\$ 835,874	\$ 835,874	\$ 0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$1,260,190	\$1,260,190	\$1,180,190	\$ 0
22	Amount of line 21 Related to LBP Activities	\$ 0	\$ 0	\$ 0	\$ 0
23	Amount of line 21 Related to Section 504 compliance	\$ 0	\$ 83,590	\$ 83,590	\$ 0
24	Amount of line 21 Related to Security – Soft Costs	\$ 0	\$ 0	\$ 0	\$ 0
25	Amount of Line 21 Related to Security – Hard Costs	\$ 0	\$ 41,795	\$ 41,795	\$ 0
26	Amount of line 21 Related to Energy Conservation Measures	\$ 0	\$ 83,590	\$ 83,590	\$ 0

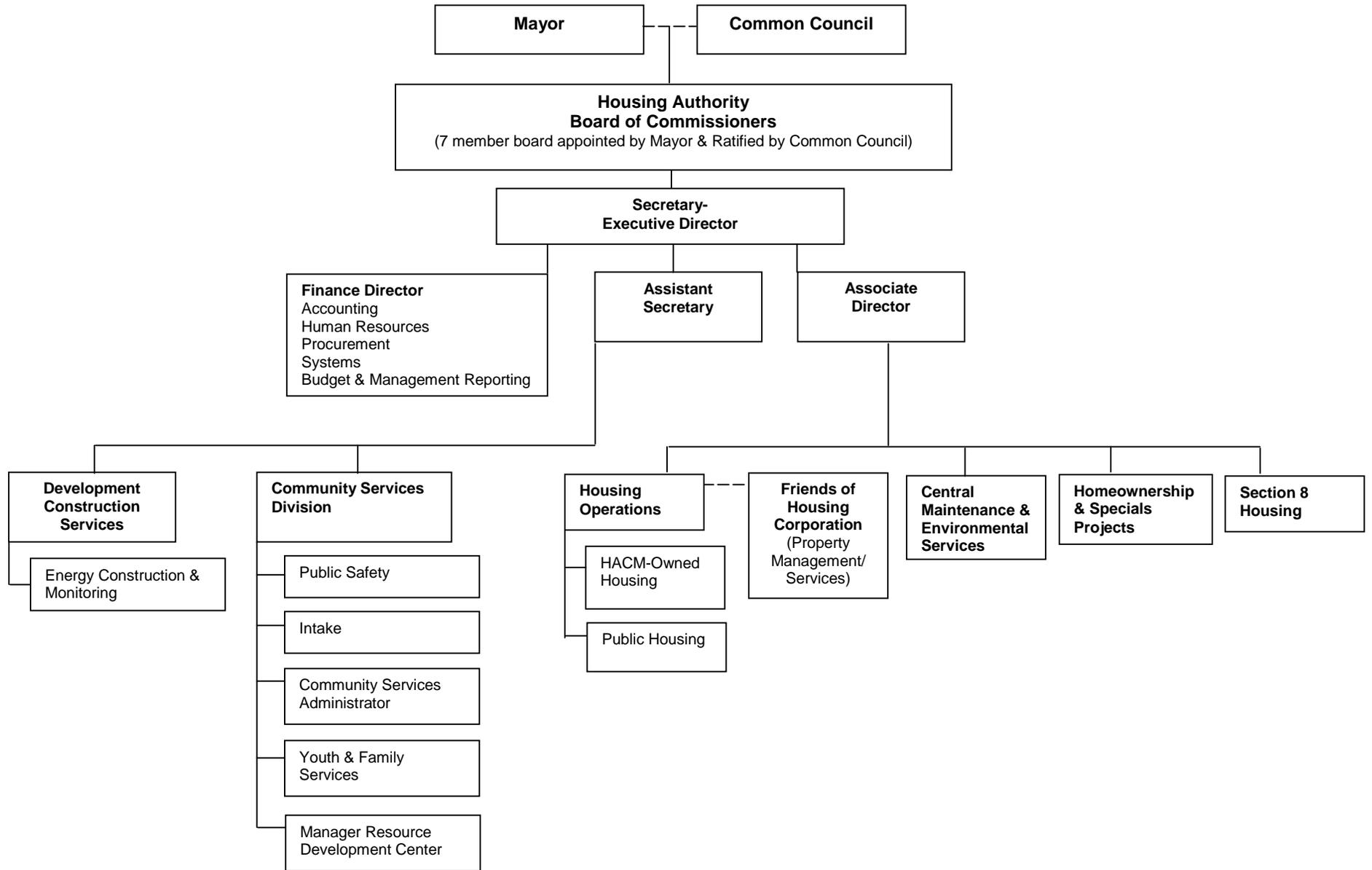
Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250104				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	
Administration PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		100,000	100,000	100,000	0	In Process
Architectural and Engineering Fees	Architectural and engineering fees for design, bidding documents and inspection	1430		200,000	200,000	120,000	0	
Cherry Court/ WI39P00209B	Site Improvements	1450		124,316	124,316	124,316	0	
Cherry Court/ WI39P00209B	New construction of 13 one-bedroom public housing units at Cherry Court	1460	13	835,874	835,874	835,874	0	

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE ORGANIZATIONAL CHART



Housing Authority of the
City of Milwaukee

Resolution No. 11975

Adopted: 10/13/05

RESOLUTION: APPROVING THE SUBMITTAL OF THE 2006 AGENCY PLAN

WHEREAS, each year the Housing Authority is required to submit an Agency Plan to the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Agency Plan sets forth the Housing Authority's goals and objectives, policies and the resources anticipated to be available to support its' public housing and Section 8 Housing Choice Voucher Program operations and related services for the next fiscal year; and

WHEREAS, HACM has developed its proposed 2006 Agency Plan in accordance with HUD's electronic template requirements considering input from program clients and the general community; and

WHEREAS, the Secretary-Executive Director recommends that HACM's 2006 Agency Plan be approved and electronically transmitted to HUD by the October 18, 2005 due date; now, therefore, be it

RESOLVED, that HACM's proposed Agency Plan for 2006 be and is hereby approved; and be it further

RESOLVED, that the Secretary-Executive Director is hereby authorized to electronically transmit HACM's 2005 Agency Plan to HUD by the required due date.

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
2006 AGENCY PLAN
WEDNESDAY, SEPTEMBER 21, 2005
CITY HALL, ROOM 301-B
1:30 P.M.

1. ~~Ray Tillery - Arlington Court~~
2. Ray Tillery - ARLINGTON CT. - R.A.B.
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
REGULAR MEETING – WEDNESDAY, SEPTEMBER 21, 2005
– MINUTES –**

The Housing Authority of the City of Milwaukee (HACM) met for a regular meeting on Wednesday, September 21, 2005, at 1:40 p.m., 301-A, City Hall, 200 East Wells Street.

The meeting was called to order by Chair Willie L. Hines, Jr. and, upon roll call, those present and absent were as follows:

PRESENT: Alderman Willie L. Hines, Jr., Chair
 Michael Van Alstine, Vice Chair
 Mark Wagner, Commissioner
 Felicia Beamon, Commissioner
 Lena Mitchell, Commissioner
 Antonio M. Pérez, Secretary-Executive Director

EXCUSED: Filiberto Murguia, Commissioner
 Robert Puente, Commissioner

Motion

Commissioner Wagner moved to approve the minutes of the regular meeting of August 17, 2005. Commissioner Beamon seconded the motion, and it carried.

Public Hearing on the Housing Authority Agency Plan for the Year 2005

Chair Hines opened the public hearing and Mindy Biedrzycki outlined the purpose and procedures for the hearing. The purpose of the hearing was to accept public comments on the Housing Authority's proposed Agency Plan for the year 2006.

Steve Falek, Associate Director, informed the board that federal regulations require that the Housing Authority develop an "Agency Plan" setting forth goals and objectives, operating policies and resources expected to be available to operate the low-rent public housing, Section 8 Housing Choice Voucher, and Homeownership programs for the upcoming year. This plan is developed with input from the community, including HACM residents and program stakeholders, and is required by the U.S. Department of Housing and Urban Development. The purpose of the public hearing is to obtain input and comments regarding HACM's proposed Agency Plan for the fiscal year beginning January 1, 2006. The final plan will be considered at HACM's October board meeting and must be electronically submitted to HUD by October 17, 2005.

Chair Hines asked if there were any public comments on the 2006 Agency Plan. Roy Tillery, an Arlington Court resident, commended the Housing Authority of the

City of Milwaukee board members and staff. There being no further comments, Chair Hines called the public hearing to a close.

Resolution No. 11970

Commissioner Van Alstine introduced and moved for adoption Resolution No. 11970, authorizing the Secretary-Executive Director to submit an application to the State of Wisconsin Department of Veteran Affairs for a rental subsidy program for homeless veterans.

The motion was seconded by Commissioner Beamon; and, upon roll call, the following vote was taken:

AYES: Commissioners Hines, Van Alstine, Wagner, Beamon, and Mitchell
NAYES: None

Chair Hines then declared the motion carried and said resolution adopted.

Resolution No. 11971

Commissioner Wagner introduced and moved for adoption Resolution No. 11971, commending Lt. Mike Driscoll for his participation in the arrest of a suspect wanted by the Milwaukee Police Department for armed robbery (handgun) in which a vehicle was taken.

The motion was seconded by Commissioner Beamon; and, upon roll call, the following vote was taken:

AYES: Commissioners Hines, Van Alstine, Wagner, Beamon, and Mitchell
NAYES: None

Chair Hines then declared the motion carried and said resolution adopted.

Resolution No. 11972

Commissioner Van Alstine introduced and moved for adoption Resolution No. 11972, approving the revision of the Section 8 Housing Choice Voucher program Administrative Plan.

This Administrative Plan is written to establish policies to ensure consistent application of regulations by the program staff. The policies are written in compliance with 24 CFR part 982 of the Section 8 Choice Voucher regulations. Major changes included in the plan were written to ensure the integrity of the Housing Assistance Payment (HAP) funds in lieu of the HAP central fund.

The motion was seconded by Commissioner Wagner; and, upon roll call, the following vote was taken:

AYES: Commissioners Hines, Van Alstine, Wagner, Beamon, and Mitchell

NAYES: None

Chair Hines then declared the motion carried and said resolution adopted.

Resolution No. 11973

Commissioner Wagner introduced and moved for adoption Resolution No. 11973, authorizing and approving the submission of a disposition application for the Silver Spring Neighborhood Center to the U.S. Department of Housing and Urban Development.

The motion was seconded by Commissioner Mitchell; and, upon roll call, the following vote was taken:

AYES: Commissioners Hines, Van Alstine, Wagner, Beamon, and Mitchell
NAYES: None

Chair Hines then declared the motion carried and said resolution adopted.

Resolution No. 11974

Commissioner Wagner introduced and moved for adoption Resolution No. 11974, authorizing and approving the award of the following contract

Item #	Services to be Performed	Name of Firm	Bid	Estimated Budget Amount	Minority/Women/Disadvantage Business Enterprise Participation
A	Resolution authorizing contract award for Official Notice Number 5557, Excavation, Footings, Foundations, and Concrete flatwork for 20 single-family Scattered Sites HOPE VI homes.	Van Wyks, Inc. (Waldo, WI)	\$669,716.00	\$599,277.00	MBE 12% WBE 8%
Other Proposals Received:					

The motion was seconded by Commissioner Beamon; and, upon roll call, the following vote was taken:

AYES: Commissioners Hines, Van Alstine, Wagner, Beamon, and Mitchell
NAYES: None

Chair Hines then declared the motion carried and said resolution adopted.

Report by Tony Pérez Secretary-Executive Director

Mr. Pérez shared two thank you letters from Housing Authority scholarship recipients.

Mr. Pérez reported that the Housing Authority received three awards from the Housing Authority Insurance Group (HAIG):

- Outstanding Risk Control Innovation in Loss Prevention and Loss Control.
- Implementing Nine HAI Risk Control Standards for Two Consecutive Years 2003-2004.
- Over ten years of partnership with the HAIG.

Mr. Pérez reported that the Mayor's office and Housing Authority staff have been participating in housing assistance meetings at the State Fair Park Tommy Thompson Youth Center for evacuees from the Hurricane Katrina disaster. He reported that units in one of the Highland towers approved for demolition have been offered as temporary housing contingent on HUD and FEMA reimbursement for some of the elderly and disabled evacuees.

Mr. Pérez reported that the new Final Rule revising the Public Housing Operating Fund Program (24 CFR part 990) has been published. The new Final Rule amends the regulations for distributing operating subsidy to public housing agencies (PHAs) using a new formula and establishes requirements for PHAs to convert to asset management. These rules are potentially scheduled to be implemented during the summer of 2006 and will require changes in the Housing Authority's operations and finances.

Motion to Adjourn

There being no further business, Commissioner Wagner moved to adjourn the meeting at 3:03 p.m. Commissioner Beamon seconded the motion, and it carried.

By:
Antonio M. Pérez
Secretary-Executive Director
Housing Authority of the City of Milwaukee

REVISED

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, OCTOBER 28, 2004
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the September 23rd Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - 2005 Agency Plan Final Document
5. New Business:
 - Vet Rent Increase
 - 2004 Operating Subsidy (HUD letter)
 - November 4th Event at Highland Gardens
 - Cherry Court Relocation
6. Other Business
7. Next meeting Thursday, November 18, 2004 (??)
8. Adjourn.

Mailing:

- ⇒ Minutes September 23, 2004
- ⇒ Agenda October 28, 2004
- ⇒ Vacancy Report 10/8/04
- ⇒ HUD letter CFP Grant Amendment Letter
- ⇒ HUD letter 2004 Operating Subsidy

Handouts at meeting:

- ⇒ 2005 Agency Plan
- ⇒ Vet Rent Increase table

c: Tony Pérez
Bobbi Marsells
Susan July
Rocky Marcoux
Housing Managers
Armando Gutierrez
Housing Management

Proposed Changes in the Rents for the Veterans' Developments: January 2005

	Current Monthly Rent 2004	4% Increase	Public Safety Fee	Proposed Rent 2005	Rent Goals Established by Board	Comparable Rent Surrounding Area
<u>SOUTHLAWN</u>						
1 Bedroom	\$ 343	\$ 19	\$ 5	362	\$ 436	\$ 545
2 Bedroom	\$ 459	\$ 23	\$ 5	482	\$ 498	\$ 623
3 Bedroom	\$ 522	\$ 26	\$ 5	548	\$ 556	\$ 695
5 Bedroom	\$ 513	\$ 26	\$ 5	539	\$ 657	\$ 821
<u>NORTHLAWN</u>						
1 Bedroom	\$ 343	\$ 19	\$ 5	362	\$ 394	\$ 493
2 Bedroom	\$ 427	\$ 22	\$ 5	449	\$ 472	\$ 590
3 Bedroom	\$ 511	\$ 25	\$ 5	536	\$ 532	\$ 665
<u>BERRYLAND</u>						
1 Bedroom	\$ 343	\$ 19	\$ 5	362	\$ 382	\$ 478
2 Bedroom	\$ 450	\$ 23	\$ 5	473	\$ 470	\$ 588
3 Bedroom	\$ 511	\$ 25	\$ 5	536	\$ 536	\$ 670

****Note: The rent goals established by the Board are 80% of rents for comparable units in the surrounding neighborhood.**

ANNUAL MINIMUM INCOME REQUIRED FOR ADMISSION TO THE VETERANS DEVELOPMENTS

1 Bedroom	\$ 14,280
2 Bedroom	\$ 18,520
3 Bedroom	\$ 21,480

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, OCTOBER 28, 2004
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the September 23rd Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - 2005 Agency Plan Final Document
5. New Business:
 - Vet Rent Increase
 - 2004 Operating Subsidy (HUD letter)
 - November 4th Event at Highland Gardens
 - Cherry Court Relocation
6. Other Business
7. Next meeting Thursday, November 18, 2004 (??)
8. Adjourn.

Mailing:

- ⇒ Minutes September 23, 2004
- ⇒ Agenda October 28, 2004
- ⇒ Vacancy Report 10/8/04
- ⇒ HUD letter CFP Grant Amendment Letter
- ⇒ HUD letter 2004 Operating Subsidy

Handouts at meeting:

c: Tony Pérez
Bobbi Marsells
Susan July
Rocky Marcoux
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **September 23, 2004 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon - Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter - Convent
Hill

Audrey Harris - Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program - Northlawn

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery -Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Ann Wilson, Lena Mitchell, Rosetta Johnson, Carla Jones, Patricia Montgomery, Audrey Harris, Rev. Gaynor-Hunter, Mindy Biedrzycki and Steve Falek

Members Excused: Dale Peterson, Malissa Myrick, Rebecca McGill, Felicia Beamon, Julia Perkins and Sandra Speed

The meeting began at 5:15pm and roll call was taken. Pat Montgomery and Sandra Speed are sick. There was no call from Felicia Beamon, Julia Perkins or Dale Peterson about not being able to attend the meeting.

The minutes were approved with the following correction to Ann Wilson's statement regarding the domestic violence presentation: "Ann expressed concerns about managers being expected to make decisions about housing involving victims of domestic violence in the event they aren't qualified to assess the situation.

Roy Tillery reported that there is no change to the balance in the checking account. The balance is \$4,158.38.

Steve reported that Becher Court and College Court still need applications and Westlawn is catching up on their vacancies.

Steve reviewed the sections of the 2005 Agency Plan. He reviewed the goals being set for the new plan year as well as the status of the goals that had been set for 2004, such as progress with the Scattered Sites Hope VI grant, Cherry Court renovations, Make Your Money Talk and the Endowment Fund. Members asked for clarification on how notification for scholarships is made and whether or not there is resident representation in the selection process. Members also asked for clarification in Section 3 on "Policies Governing Eligibility, Selection and Admissions":

Resident Advisory Board Meeting Minutes

September 23, 2004

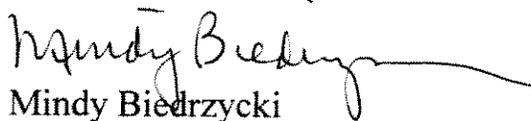
Page Two

- eligibility related to family members that have been convicted of the manufacture or production of methamphetamine;
- does the Housing Authority have any fair housing complaints pending;
- which developments does the Housing Authority currently maintain site-based waiting lists for;
- clarification regarding the admissions preference "placement from HACM-owned non-subsidized housing.
- Had to submit a disposition application for Hillside Family Resource Center so that we can enter into a long-term lease agreement with the Boys & Girls Club.

Roy Tillery moved adoption of the 2005 Agency Plan with above corrections, seconded by Rosetta Johnson and unanimously approved.

- ⇒ Rocky Marcoux, acting DCD commissioner at the time of this meeting, addressed the RAB members by thanking them for their support and what they do for their residents and that they've taught him that community is built on people. He loves the organization and didn't want to give up his work with the Housing Authority but, as commissioner, he will have a lot to say about their continuing development plans.
- ⇒ Steve reported that the family waiting list will close on September 30th. There are over 5000 names on the list and we will consider re-opening when the list gets down to 1000 names.
- ⇒ Rebecca McGill requested a door stop on her door to help keep it open when she's trying to bring things in.
- ⇒ Sherri would like more information on how HACM will use ROSS RSDM money.
- ⇒ Mindy agreed to come up with a better system for disseminating the Agency Plan sections that need to be reviewed.
- ⇒ On behalf of the RO Board of Directors, Reverend Hunter requested they receive \$1 per unit for the activities they sponsor. Steve indicated that the amount would be pro-rated to approximately \$600.
- ⇒ The next meeting will be Thursday, October 28, 2004 at the Hillside Family Resource Center.
- ⇒ The meeting was adjourned at 6:40pm.

Respectfully submitted,


Mindy Biedrzycki

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
VACANT UNIT STATUS REPORT AS OF 10/8/04

Extra Apps/ Comments	UNITS	DEVELOPMENT	1 BEDROOM		2 BEDROOM		3 BEDROOM		4 BEDROOM		5 BEDROOM		6 BEDROOM		SUBTOTALS		TOTALS									
			VAC	RDY	HOLD	APPS	VAC	RDY	HOLD	APPS	VAC	RDY	HOLD	APPS	VAC	RDY		HOLD	APPS	ELDERLY	FAMILY	SL PARK	VETS			
1X	230E	640	Arlington Court	4	1	1	3									4	4									
	220E	641	Becher Court	18	0	2	5									18	18									
AS OF 9/24	120M	642	Cherry Court	20	19	1	0									20	20									
	251E	643	College Court	20	3	5	3									20	20									
	120E	644	Convent Hill	15	2	11	3									15	15									
AS OF 9/24	110M	56F	Highland Park	27	0	27	0									27	56									
	120M	645	Holton Terrace	5	3	0	5									5	5									
1BR=3X 2BR=9A 4BR=3X	48M/421F	661	Hillside Terrace	7	3	0	7									7	7									
	200E	662	Lapham Park	2	1	0	2									2	2									
1BR=6X	110M	646	Lincoln Court	4	1	1	3									4	4									
AS OF 9/24	230M	647	Locust Court	8	5	0	3									8	8									
	120E	648	Merrill Park	1	0	1	0									1	1									
AS OF 9/24	100E	649	Mitchell Court	5	4	1	3									5	5									
12X	180M	650	Riverview	5	1	0	5									5	5									
1BR=1X, 3BR=0X	380F	671	Parklawn	2	1	0	2									2	2									
	472F	680	Scattered Sites													25	25									
3BR=13X	726F	672	Westlawn	11	1	0	9									11	11									
4BR=1X	12F	687	Southlawn Park	0	0	0	0									0	0									
	391Y	632	Berryland	0	0	0	0									0	0									
	247V	630	Northlawn	2	1	0	1									2	2									
	330V	631	Southlawn	3	1	1	2									3	3									
519S	SUBTOTALS:			144	44	51	44									144	221									
	ELDERLY			15	3	0	13									15	15									
	FAMILY			0	0	0	0									0	0									
	SL PARK			0	0	0	0									0	0									
	VETS			5	2	1	3									5	5									
167 APPLICATIONS ON HAND																167										
270 ADJUSTED VACANTS																270										
Convent Hill-9 units (1st & 2nd floor) construction, 1 fire, 1 mold																9										
Cherry Court - MOD																15										
College Court-1 unit RO office, 4 floors																1										
Northlawn - floors																2										
Arlington Court - RO office																1										
Lapham Park - floors																63										
Westlawn - 1 food pantry, 1 RO office, 2 roof repairs																52										
Scattered Sites - 17 homeownership, 20 demo, 4 fire																20										
Southlawn - 1 storage, 2 floors																2										
Becher Court - 1 model apt, 1 resident computer lab																1										
Merrill Park - RO office																1										
Mitchell Court - resident computer lab																1										
Lincoln Court - resident computer lab (+1 storage)																1										
Highland Park - all units on hold for MOD																0										
TOTAL VACANTS																145	221	3	58	416						
PREVIOUS REPORT																142	212	3	58	416						
UNITS																145	221	3	58	416						
2+60 ELDERLY																145	6.71%									
2055 FAMILY																221	10.75%									
4215 TOTAL LI																368	6.68%									
12 SL PARK																3	25.00%									
366 VETERAN																52	6.40%									
4227 TOTAL																431	10.20%									
TOTAL MINUS HOLDS																145	221	3	58	416						
HOLD																51	84	4.35%								
VAC																101	120	5.84%								
%																152	214	5.08%								
																2	1	8.33%								
																7	55	5.88%								
																161	270	6.39%								

167 APPLICATIONS ON HAND
270 ADJUSTED VACANTS

Convent Hill-9 units (1st & 2nd floor) construction, 1 fire, 1 mold
Cherry Court - MOD
College Court-1 unit RO office, 4 floors
Northlawn - floors
Arlington Court - RO office

Lapham Park - floors
Westlawn - 1 food pantry, 1 RO office, 2 roof repairs
Scattered Sites - 17 homeownership, 20 demo, 4 fire
Southlawn - 1 storage, 2 floors
Becher Court - 1 model apt, 1 resident computer lab

Merrill Park - RO office
Mitchell Court - resident computer lab
Lincoln Court - resident computer lab (+1 storage)
Highland Park - all units on hold for MOD

SL Park - floors



U.S. Department of Housing and Urban Development

Milwaukee Field Office
Suite 1380
Henry S. Reuss Federal Plaza
310 West Wisconsin Avenue
Milwaukee, WI 53203-2289
<http://www.hud.gov/local/mil/>

TP
BM
SF

SEP 30 2004

Mr. Antonio M. Perez, Secretary - Executive Director
Housing Authority of the
City of Milwaukee
PO Box 324
Milwaukee, WI 53201

Dear Mr. Perez:

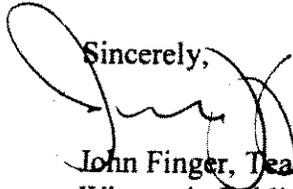
Enclosed is your approved Operating Subsidy Allocation request for fiscal year ending December 31, 2004.

Payments to all PHAs for Federal Fiscal Year 2004 subsidies for operation of low income housing projects, will be at 98.1% of full eligibility. Please note that the mandatory utility adjustment for fiscal year ending December 31, 2002 will **not** be applied at this time. Your operating subsidy eligibility was determined as follows:

Full Eligibility	\$10,203,984
98.1% of Full Eligibility	\$10,010,108

If you have any questions, please contact David Aho, Financial Analyst, at (414) 297-3214 extension 8209.

Sincerely,


John Finger, Team Coordinator
Wisconsin Public Housing Program Center



U.S. Department of Housing and Urban
Development

Milwaukee Field Office
Suite 1380
Henry S. Reuss Federal Plaza
310 West Wisconsin Avenue
Milwaukee, WI 53203-2289
<http://www.hud.gov/local/mil/wis.html>

BM
SF
Sue Stoecker-orig
Z. Wroch
CSP

SEP 23 2004

Mr. Antonio M. Perez
Secretary - Executive Director
Housing Authority of the
City of Milwaukee
P.O. Box 324
Milwaukee, WI 53201

Dear Mr. Perez:

Enclosed please find the Capital Fund Program (CFP) Grant Amendment Number 52, to the Consolidated Annual Contributions Contract (ACC) C-6135, for CFP program number WI39-P002-501-04.

You are authorized to draw funds in the Line of Credit Control System (LOCCS) under the CFP program area. PHAs are required to have access to the CFP program in LOCCS in order to draw down the CFP funds. If you haven't already been authorized in the CFP program, you will need to complete form HUD-27054, LOCCS Authorization form. HUD forms are available on the HUD website at www.hudclips.org.

Section 9(j) of the United States Housing Act of 1937, as amended, (the Act) and 24CFR Section 905.120 provides sanctions for PHAs that do not obligate in a timely manner. Specifically, HUD is to withhold its next Capital Fund grant until the PHA obligates 90 percent of its past due FY 2002 grant. If the PHA cures its obligation failure to comply during the year, HUD will release the new Capital Fund grant, but HUD is to impose a penalty by reducing the grant 1/12 for every month the PHA was in noncompliance. Although this requirement was established in 1998, the Department was delayed in implementing this provision by others requirements in the FY 2002 and 2003 HUD Appropriations Acts.

The 24-month obligation period is pursuant to Section 9(j)(1) of the United States Housing Act of 1937, as amended, (the Act) and the 48-month expenditure period is pursuant to Section 9(j)(5) of the Act. Any funds not obligated or expended within the statutory timeframes are subject to statutory penalties, unless HUD Headquarters grants an extension of the obligation deadline.

This portion of the 2004 Capital Funds obligation and expenditure deadlines for all PHAs will begin on September 14, 2004. The Obligation Deadline will be September 14, 2006 and the Expenditure Deadline will be September 14, 2008.

If you or your staff should have any questions, please contact De Anna Valadez or Toni Craig at (414) 297-3214, extension 8212 or 8213, respectively.

Sincerely,

A handwritten signature in black ink, appearing to read "John Finger", written over the typed name.

John Finger, Team Coordinator,
Wisconsin Public Housing
Program Center

Enclosure

**Capital Fund Program
(CFP) Amendment**
To The Consolidated Annual Contributions
Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) Housing Authority Of The City Of Milwaukee (WI002) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions

Contract(s) ACC(s) Number(s) C-6135

dated: 9-13-95

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families:

\$ 7,480,345 for Fiscal Year 2004 to be referred to under Capital Fund Grant Number WI39P00250104

PHA Tax Identification Number (TIN). On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 52

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).
2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.
3. (Check one)
 - a. In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the Annual PHA Plan Capital Fund Annual Statement.

OR

- b. The Annual PHA Plan has not been adopted by the PHA and approved by HUD. The PHA may use its CFP assistance under this contract for work items contained in its 5-Year Plan, before the Annual PHA Plan is approved.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Whether 3.a or 3.b is selected above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation).

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities and for a period of forty years after the last distribution of CFP assistance for development activities. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, for a period of ten years following the last payment of assistance from the Operating Fund to the PHA, no disposition of any development covered by this amendment shall occur unless approved by HUD.

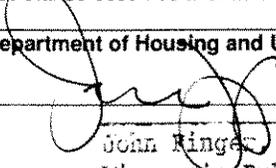
6. The PHA will apply for the entire CFP assistance amount for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to attached corrective action order(s).

(mark one) : Yes No

8. The PHA acknowledges its responsibility for adherence to this Amendment by subgrantees to which it makes funding assistance herein available.

The parties have executed this Agreement, and it will be effective on SEP 14 2004. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By:  Date: <u>9-14-04</u> Title: <u>John Ringler Team Coordinator Wisconsin Public Housing Program Center</u>	PHA Executive Director By:  Date: <u>9-7-04</u> Title: <u>Antonio M. Perez, Executive Director</u>
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CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Grant Type and Number
 Housing Authority of the city of Milwaukee Capital Fund Program Grant No: WI39P00250104
Replacement Housing Factor Grant No:

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original	Revised	Obligated	Expended
	Total Estimated Cost				Total Actual Cost
1	Total non-CFP Funds				
	1406 Operations	\$ 1,384,500			
3	1408 Management Improvements	\$ 1,260,000			
4	1410 Administration	\$ 100,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs (A&E Fees)	\$ 200,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 700,000			
10	1460 Dwelling Structures	\$ 1,815,339			
11	1465.1 Dwelling Equipment- Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition	\$ 100,000			
15	1490 Replacement Reserve	\$ 1,000,000			
16	1492 Moving to Work Demonstration				
7	1495.1 Relocation Costs	\$ 100,000			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	\$ 730,000			
20	1502 Contingency	\$ 90,506			
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$ 7,480,345			
22	Amount of line 21 Related to LBP Activities	\$ 75,000			
23	Amount of line 21 Related to Section 504 compliance	\$ 50,000			
24	Amount of line 21 Related to Security - Soft Costs	\$ 850,000			
25	Amount of line 21 Related to Security - Hard Costs	\$ 132,500			
26	Amount of line 21 Related to Energy Conservation Measures	\$ 0			

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

PHA Name: Housing Authority of the City of Milwaukee

Grant Type and Number
Capital Fund Program Grant No: WI39P00250104
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	
Operations/ PHA-Wide	Operations	1406		1,384,500				
Management Improvements/ Soft Costs	Security staff	1408		850,000				
	Youth services coordinator	1408		55,000				
	Resident initiatives	1408		40,000				
	Resident Initiatives	1408		40,000				
	Coordinator/Consultant							
	Resident Employment, Job Training and Economic Development, including:	1408		275,000				
	- Construction-Inspection Team							
	- Recycling Program							
	- Youth Employment							
Administration/ PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		100,000				
Architectural and Engineering Fees/ PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		200,000				
Cherry Court W/1002009B	Site Improvements	1450		550,000				
Westlawn W/1002002	Site improvements	1450		150,000				
Arlington Court/ W/1002013	Fire alarm/help call system improvements	1460		5,000				
	Fire protection improvements	1460		5,000				
Becher Court/ W/1002019/ W/139002029	Fire alarm/help call system improvements	1460		5,000				
	Fire protection improvements	1460		5,000				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: W139P00250104 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
Cherry Court/ W1002009B	Fire alarm/help call system improvements Electrical distribution system	1460		5,000 500,000		
College Court/ W1002012	Fire alarm/help call system improvements Fire protection improvements	1460		5,000 5,000		
Hillside Terrace/ W1002004	Fire alarm/help call system improvements	1460		5,000		
Holton Terrace/ W1002008	Fire alarm/help call system improvements	1460		5,000		
Lapham Park/ W1002005	Fire alarm/help call system improvements Fire protection improvements	1460		5,000 5,000		
Lincoln Court/ W1002019	Fire alarm/help call system improvements Fire protection improvements	1460		5,000 5,000		
Locust Court/ W1002015	Fire alarm/help call system improvements Fire protection improvements	1460		5,000 5,000		
Merrill Park/ W1002009A	Fire alarm/help call system improvements	1460		5,000		
Mitchell Court/ W1002017	Fire alarm/help call system improvements Fire protection improvements	1460		5,000 5,000		
Parklawn/ W1002007	Camera surveillance, card access, security system hardware	1460		5,000		
Riverview/ W1002006B	Fire alarm/help call system improvements Fire protection improvements	1460		5,000 5,000		
Scattered Sites/ W1002010	Camera surveillance, card access, security system hardware	1460		500		

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: W139P00250104 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
Scattered Sites/ W1002016	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002020	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002021	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002022	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002024	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002026	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002027	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W1002030	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W139P002035	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W139P002037	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W139P002041	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W139P002043	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W139P002044	Camera surveillance, card access, security system hardware	1460		500		
Scattered Sites/ W139P002045	Camera surveillance, card access, security system hardware	1460		500		

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

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: W139P00250104 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
Westlawn/ W139P002002	Camera surveillance, card access, security system hardware Replace existing canopies, front stoops, front walks with poured concrete porches, gabled porch roofs, metal railings, new concrete walks	1460		5,000 847,839		
PHA-Wide	Mitigation of environmental hazards	1460		300,000		
PHA-Wide	ADA/504 accommodations	1460		50,000		
Highland Park/ W10002006A	Demolition of obsolete units	1485		100,000		
Cherry Court/ W139P002009B	Replacement Reserve for Revitalization of Cherry Court	1490		500,000		
Convent Hill/ W139P002003	Replacement Reserve for Revitalization of Convent Hill	1490		500,000		
Relocation/ PHA-Wide	Relocation costs for residents affected by demolition or revitalization	1495.1	20	100,000		
Collateralization or Debt Service/ PHA-Wide	The Housing Authority would like to obtain additional financing for physical improvements, including the revitalization of Cherry Court/Scattered Sites, Convent Hill, Riverview, and/or additional replacement housing.	1501		730,000		
Contingency/ PHA-Wide	Contingency	1502		90,506		

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

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	
Arlington Court/ W139P002013	9/6/06			9/5/08			
Becher Court/ W139P002018/ W139002029	9/6/06			9/5/08			
Cherry Court/ W139P002009B	9/6/06			9/5/08			
College Court/ W139P002012	9/6/06			9/5/08			
Convent Hill/ W139P002003	9/6/06			9/5/08			
Hillside Terrace/ W139P002001/ W139P002004	9/6/06			9/5/08			
Holton Terrace/ W139P002008	9/6/06			9/5/08			
Lapham Park/ W139P002005	9/6/06			9/5/08			
Lincoln Court/ W139P002019	9/6/06			9/5/08			
Locust Court/ W139P002015	9/6/06			9/5/08			
Merrill Park/ W139P002009A	9/6/06			9/5/08			
Mitchell Court/ W139P002017	9/6/06			9/5/08			
Parklawn/ W139P002007	9/6/06			9/5/08			
Riverview/ W139P002006B	9/6/06			9/5/08			

PHA Name: Housing Authority of the City of Milwaukee
 Grant Type and Number: Capital Fund Program No: W139P00250104
 Replacement Housing Factor No:

Federal FY of Grant: 2004

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee
 Grant Type and Number: Capital Fund Program No: W139P00250104
 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	
Scattered Sites/ W139P002010	9/6/06			9/5/08			
Scattered Sites/ W139P002016	9/6/06			9/5/08			
Scattered Sites/ W139P002020	9/6/06			9/5/08			
Scattered Sites/ W139P002021	9/6/06			9/5/08			
Scattered Sites/ W139P002022	9/6/06			9/5/08			
Scattered Sites/ W139P002024	9/6/06			9/5/08			
Scattered Sites/ W139P002026	9/6/06			9/5/08			
Scattered Sites/ W139P002027	9/6/06			9/5/08			
Scattered Sites/ W139P002030	9/6/06			9/5/08			
Scattered Sites/ W139P002035	9/6/06			9/5/08			
Scattered Sites/ W139P002037	9/6/06			9/5/08			
Scattered Sites/ W139P002041	9/6/06			9/5/08			
Scattered Sites/ W139P002043	9/6/06			9/5/08			
Scattered Sites/ W139P002044	9/6/06			9/5/08			
Scattered Sites/ W139P002045	9/6/06			9/5/08			
Westlawn/ W139P002002	9/6/06			9/5/08			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: W139P00250104 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	
Relocation/ PHA-Wide	9/6/06			9/5/08		
PHA-Wide/ Collateralization or Debt Service	9/6/06			9/5/08		

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, NOVEMBER 18, 2004
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the October 28th Meeting
3. Chief Schoessow – Public Safety
4. Treasurer's Report – Roy Tillery
5. Old Business:
 - Vacancy Report
6. New Business:
 - Convent Hill Hope VI application
 - Townhomes at Carver Park 2005 Operating Budget
 - 2005 Customer Service and Satisfaction Survey
 - WWBIC "Make Your Money Talk"
7. Other Business
8. Next meeting Thursday, December 23, 2004 (??)
9. Adjourn.

Mailing:

- ⇒ Minutes October 28, 2004
- ⇒ Agenda November 18, 2004
- ⇒ Vacancy Report 11/5/04
- ⇒ 2005 Customer Service and Satisfaction Survey – HUD letter
- ⇒ Townhomes at Carver Park 2005 Operating Budget
- ⇒ WWBIC "Make Your Money Talk" quarterly report

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
Rocky Marcoux
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **October 28, 2004 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon - Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter - Convent
Hill

Audrey Harris - Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program - Northlawn

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery -Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Carla Jones, Patricia Montgomery, Audrey Harris, Dale Peterson, Julia Perkins, Rebecca McGill, Rev. Gaynor-Hunter, Mindy Biedrzycki and Steve Falek

Members Excused: Ann Wilson, Lena Mitchell, Malissa Myrick, Felicia Beamon, and Sandra Speed

The meeting was called to order and roll call was taken. Lena Mitchell and Sandra Speed were excused. Steve reported that he spoke with Felicia Beamon and learned that she had a conflict with her work schedule but that she would be able to attend the meetings again beginning in December.

Rosetta Johnson made a motion, seconded by Pat Montgomery, to approve the minutes of the September meeting with the following corrections: add the statement "RAB members asked that award be made to coincide with the beginning of the semester" to the discussion of the Endowment Fund and "if they were to get the stipend" to the discussion of the RO Board of Directors receiving money from the Resident Participation Funding.

Roy Tillery reported that there has been no change in the account balances since last report. The current balance is \$4,158.38.

Steve reported that the process of relocating Cherry Court residents will begin the first week of November, with a number of residents going to College Court, Merrill Park, Parklawn, Westlawn and Section 8. The new Cherry Court is expected to be complete April 2006. Becher Court still has significant vacancies - there are incentives in place for referrals. Friends of Housing is appealing the rejection of their Section 202 application for units in the new Convent Hill and HACM will apply for \$11 million in Hope VI funding.

Resident Advisory Board Meeting Minutes

October 28, 2004

Page Two

- ⇒ RAB members received a copy of the 2005 Agency Plan that was submitted to HUD after approval at the October 14th HACM board meeting. The plan takes affect January 1st and Steve reminded members that this is a “living document”.
- ⇒ Eight years ago the HACM board authorized the Housing Authority to propose a four percent increase in the monthly rent at the Veteran Developments each year until the rent amount reached 80% of the market rent of the surrounding neighborhood. Staff will ask the board to approve an increase, per the proposed schedule, at the November 18th meeting. This year the Housing Authority did not receive block grant money that was previously used to cover public safety costs at the Vet Developments. As a result, staff is proposing an additional \$5 per month increase to rent to cover these costs.
- ⇒ Good news! HACM expected to receive \$7.6 million and we’re getting \$10.2 million. This will allow us to replace money taken from the Capital fund, which will then be used for the porches at Westlawn.
- ⇒ The Highland Gardens grand opening will be Thursday, November 4, 2004 at 10:30 at 1818 W. Juneau.
- ⇒ Sherri encouraged everyone to get out and vote. Help your neighbor get to the polls if they need assistance. Steve reported that a member of Congress introduced a bill to prevent any election activities from occurring on housing authority property. This will have no affect on the upcoming election but stay tuned.
- ⇒ Roy reported that the cameras at Arlington Court are not working properly. They did not pick up the robbery that occurred recently inside the building. Steve will contact public safety.
- ⇒ In response to Dale’s question, Steve reported that the decision to have prayer at the RO meeting is up to the individual RO.
- ⇒ Dale reported that he received something from the Action Committee telling people to go to a different polling place and he found out the information was incorrect. Steve/Mindy will have highrise managers make an announcement about their building being a polling place.
- ⇒ Dale inquired about a resident getting charged \$15 to change a light bulb and asked who is liable for repair costs. Steve reported that residents are charged for repairs if the result of damage caused by resident and that the resident should be made aware up front if they are being charged.
- ⇒ Rebecca reminded Steve about getting a door stop.
- ⇒ Roy asked if the Housing Authority is in the position to hire more public safety. Steve – we’re lucky to have what we have. Resident patrols are used at Highland and Mitchell to assist with security.
- ⇒ Dale reported that there were a number of bike thefts at Riverview recently – kids were chased off that were about to cut bikes loose. Steve will talk to the manager about getting a bike rack.
- ⇒ Reverend Hunter reported that public safety instructed her to confront some residents in her building that were drinking in the common areas. Steve will talk to public safety about addressing reports of consumption of alcohol in common areas rather than telling the resident to do it themselves.
- ⇒ Steve will invite Chief Schoessow to the next RAB meeting.

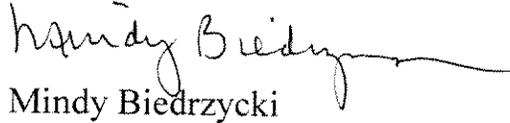
Resident Advisory Board Meeting Minutes

October 28, 2004

Page Three

- ⇒ Steve advised Reverend Hunter to report to the USPS that some residents are receiving vulgar letters.
- ⇒ The next meeting will be Thursday, November 18, 2004 at the Hillside Family Resource Center.
- ⇒ Carla Jones made a motion, seconded by Reverend Hunter, to adjourn the meeting
- ⇒ at 6:00pm.

Respectfully submitted,



Mindy Biedrzycki

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
VACANT UNIT STATUS REPORT AS OF 11/5/04**

Extra Apps / Comments	UNITS	DEVELOPMENT	1 BEDROOM			2 BEDROOM			3 BEDROOM			4 BEDROOM			5 BEDROOM			6 BEDROOM		
			VAC	RDY	HOLD															
4X	230E	640 Arlington Court	3	1	1	2														
	220E	641 Beecher Court	13	0	2	2														
	120M	642 Cherry Court	27	0	27	0														
	251E	643 College Court	13	3	5	1														
	120E	644 Convent Hill	15	2	11	2														
	110M/56F	620 Highland Park	29	0	29	0														
	120M	645 Holton Terrace	5	4	0	1														
1BR=4X 1BR=1X 2BR=12X 4BR=3X	49M/42F	681 Hillside Terrace	4	0	0	4	2	1	0	0										
1BR=4X	200E	692 Lapham Park	4	2	1	3	0	0	0											
5X	110M	646 Lincoln Court	4	2	1	3	0	0	0											
	230M	647 Locust Court	10	7	1	4														
	120E	648 Merrill Park	7	3	2	2														
	100E	649 Mitchell Court	5	4	1	0														
8X	180M	650 Riverview	6	0	0	6														
1BR=4X 3BR=5X	380F	671 Parklawn	1	1	0	1	18	7	0	7	4	2	0	4						
1BR=2X 3BR=18X 4BR=2X	472F	690 Scattered Sites					0	0	0	0	27	1	26	1	14	0	14	0	4	0
4BR=3X	12F	687 Southlawn Park	0	0	0	0	1	1	0	0	0	0	0	2	0	2	0	2	0	0
2BR=3X	391V	623 Berryland	0	0	0	0	11	3	0	11	9	3	0	5						
1BR=1X	247V	630 Northlawn	2	1	0	2	11	3	0	5	5	2	1	0						
	330V	631 Southlawn	3	1	1	2	16	0	3	3	8	1	2	3						
	519S	SUBTOTALS:																		
		ELDERLY	145	28	81	30	2	1	0	0										
		FAMILY	14	6	0	14	57	22	2	41	55	13	27	28	33	3	26	7	10	1
		SL PARK	0	0	0	0	1	1	0	0	0	0	0	2	0	2	0	0	0	0
		VETS	5	2	1	4	38	6	3	19	22	6	3	8						
		152 APPLICATIONS ON HAND																		
		231 ADJUSTED VACANTS																		
		48																		
		60																		
		36																		
		7																		
		0																		

Convent Hill-9 units (1st & 2nd floor) construction, 1 fire, 1 mold
 Cherry Court -MCD
 Locust - floors
 College Court - 1 unit RO office, 4 floors
 Northlawn - floors
 Arlington Court - RO office

Lapham Park - floors
 Westlawn - 1 food pantry, 1 RO office, 1 steam damage
 Scattered Sites - 22 homeownership, 20 demo, 4 fire
 Southlawn - 1 storage, 5 floors
 Beecher Court - 1 model apt, 1 resident computer lab

Merrill Park - 1 RO office, 1 floors
 Lincoln Court - resident computer lab
 Highland Park - all units on hold for MCD

UNITS	VAC	%	HOLD	VAC	%
2160 ELDERLY	147	6.81%	81	66	3.06%
2055 FAMILY	171	8.32%	95	106	5.16%
4215 TOTAL LI	318	7.54%	146	172	4.08%
12 SL PARK	3	25.00%	2	1	8.33%
988 VETERAN	65	6.71%	7	58	5.99%
4227 TOTAL	366	9.13%	155	231	5.45%

TOTAL VACANTS	PREVIOUS REPORT	185	3	64	397
ELDERLY	147	171	3	65	386
FAMILY	145	185	3	64	397
SL PARK					
VETS					
TOTALS					

U.S. Department of Housing and Urban Development
1280 Maryland Avenue, SW
Suite 800
Washington, D.C. 20024-2135
Monday, September 13, 2004

TP ~~Ans~~
B.A.
SF-copy
Beverly
Johnson - copy
file



OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Executive Director - WI002
Housing Authority of the City of Milwaukee
PO BOX 324
MILWAUKEE, WI 53201-0324

Dear Executive Director:

As you are aware, the fiscal year 2005 Customer Service and Satisfaction Survey sponsored by the Office of Public Housing (PIH), Real Estate Assessment Center (REAC) within the U.S. Department of Housing and Urban Development (HUD) is currently underway. Your Public Housing Agency (PHA) should be in the process of updating its unit address information in the Public and Indian Housing Information Center (PIC), and certifying any language specifications and PIC unit address information in the Resident Assessment Sub-System (RASS) online system. The deadline to **update and certify unit address** and language information is **October 13, 2004.**

If you require additional information on how to update your unit address information, please refer to the RASS notification letter, which contains instructions. This notification was e-mailed to your PHA on September 16, 2004. You can also access this notification letter online at: http://www.hud.gov/offices/reac/library/lib_css.cfm.

If you require assistance on PIC address updating procedures, please contact your PIC coach who is located at your local HUD Public Housing Field Office. If you require assistance in certifying your unit address and language information in RASS, please contact the PIH-REAC Technical Assistance Center (TAC) at 1-888-245-4860. This is a toll free number.

As a crucial step in the survey administration process, PHAs are required to market the survey to residents to help ensure the highest possible response rates. The enclosed *Media Packet* contains detailed instructions on how to implement or market the survey and make residents aware of the opportunity to participate. Once PHAs have conducted the activities described in the *Media Packet*, they must go to RASS to complete the implementation form and certify that the required marketing activities were performed.

The window to certify your Implementation Plan activities will remain open for approximately 30-days in order to allow your PHA to complete this very important step. The deadline for **certifying Implementation Plan** activities is **November 22, 2004**.

Please remember that you must certify your Implementation Plan activities to obtain the two Public Housing Assessment System (PHAS) points available under the Implementation Plan sub-indicator.

Enclosures:

1. **Business Calendar:** Revised business calendar containing all RASS deadlines for PHAs with FYE 12/31/04. (Note: Please refer regularly to the online business calendar, as any updates to this business calendar will be reflected there.)
2. **Timeline:** Quick reference timeline containing key dates for PHAs.
3. **Media Plan Guidelines:** Instructions outlining required marketing activities designed to make residents aware of the opportunity to participate in the Customer Service and Satisfaction Survey.
4. **Posters:** Posters announcing the Customer Service and Satisfaction Survey. Posters are to be displayed in areas of a PHA's development that are the most visible to residents. Please note that we have enclosed additional posters so that you can more effectively market the survey to your residents.
5. **Flyer:** Flyer that you can copy and distribute to your residents.

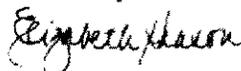
Please note that all of the enclosed materials are also available to you online at <http://www.hud.gov/offices/reac/products/prodrass.cfm>. Additionally, you can download meeting announcement flyers to distribute to your residents.

Though not a survey requirement, you are also encouraged to download the survey from the RASS website at <http://www.hud.gov/offices/reac/pdf/reasveng.pdf> and complete it as if you were a resident. Once completed, the survey should be kept for your records. This step provides you with the opportunity to compare your perceptions to that of your residents once survey results are returned. This exercise will assist you in interpreting survey results and in developing a Follow-up Plan, where required.

If you have any immediate questions or concerns, please call the ***PIH-REAC Technical Assistance Center*** at (888) 245-4860 toll free, between the hours of 7:30 AM and 8:30 PM EST.

Thank you in advance for your continued participation in this process.

Sincerely,



Elizabeth A. Hanson
Director

U.S. Department of Housing and Urban Development
 1280 Maryland Avenue, SW
 Suite 800
 Washington, D.C. 20024-2135



OFFICE OF PUBLIC AND INDIAN HOUSING
 REAL ESTATE ASSESSMENT CENTER

Customer Service and Satisfaction Survey Business Calendar for PHA Survey Cycles

12/31/04 FYE 3/31/05 FYE 6/30/05 FYE 9/30/05 FYE

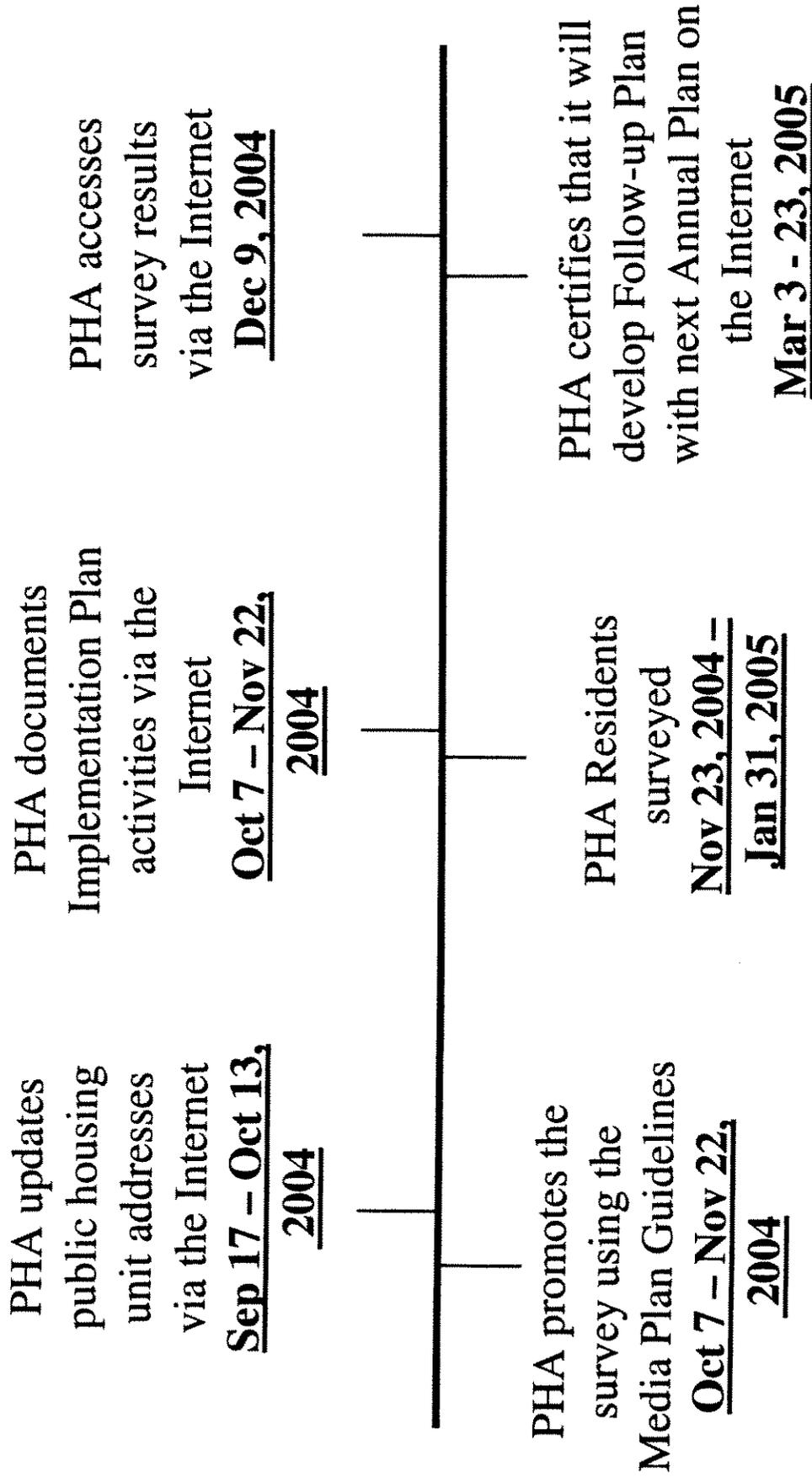
Step #	Survey Process	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
1.	Initial survey notification letter E-mailed	F 9/17/04	F 9/17/04						
2.	PHA updates and certifies unit addresses via the Internet	F 9/17/04	W 10/13/04						
3.	Media packet mailed	M 10/04/04	M 10/04/04						
4.	PHA promotes survey using the Media Plan Guidelines	TH 10/07/04	M 11/22/04						
5.	PHA documents and certifies Implementation Plan activities via the Internet	TH 10/07/04	M 11/22/04						
6.	PHA residents surveyed	TU 11/23/04	M 1/31/05						
7.	PHA survey results available in RASS	TH 3/03/05	TH 3/03/05						
8.	PHA certifies Follow-up Plan	TH 3/03/05	W 3/23/05						

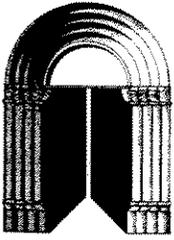
Calendar last updated 09/02/2004



Customer Survey Timeline

for PHAs with Fiscal Year End 12/31/04





WISCONSIN
WOMEN'S
BUSINESS
INITIATIVE
CORPORATION

A Certified Community
Development Financial
Institution (CDFI)

**MILWAUKEE
OFFICE**

2745 N. Dr. Martin
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Fax: 414-263-5456

**SOUTH CENTRAL
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2300 S. Park Street, Suite 4
Madison, WI 53713
Phone: 608-257-5450
Fax: 608-257-5454

Email: info@wwbic.com
www.wwbic.com
www.onlinewbic.gov

October 29, 2004

Mr. Antonio M. Perez
Executive Director
Housing Authority, City of Milwaukee
809 North Broadway
Milwaukee, WI 53202

Dear Mr. Perez:

Enclosed is The Wisconsin Women's Business Initiative Corporation (WWBIC) *Make Your Money Talk*/Individual Development Account (IDA) program quarterly report for July – September 2004. This report communicates data relevant to contract numbers 02-067 (HA), 03-0467 (HA) and 03-168 (HA).

In an effort to streamline the report and make it more usable for everyone at HACM, we have adjusted the format slightly. In this current report, the narrative section will combine the data from each of the four classes. In addition, detailed tables have also been provided for the purpose of viewing data by contract and class. I hope that this new format will save you time and improve the report. If in fact this is not the case, please feel free to contact me and I will be happy to revise the quarterly reporting system to best meet your needs.

The Housing Authority of the City of Milwaukee (HACM) is an important part of the tremendous impact that WWBIC's *Make Your Money Talk*/IDA program has had on the heart of the city. In the program, **overall:**

- \$274,348 has been spent in the community since the program's inception.
- 31 homes have been purchased.
- 19 new businesses have been started and 5 are in process.
- 31 withdrawals have been requested for post-secondary education expenses.

If you have any questions or comments please feel free to contact me at 414-263-5450 or andrew.defranza@wwbic.com.

Sincerely,

Andrew DeFranza
Financial Awareness/Special Projects Manager

Enclosures (4)

cc: Ms. Bobbi Marsells
Ms. Susan July
Ms. Maria Rodriguez
Mr. Kenneth Barbeau
Mr. Steve Falek
Mr. Jim Eigenberger
Ms. Wendy K. Baumann



Wisconsin Women's Business Initiative Corporation
Make Your Money Talk/Individual Development Account Program

HACM Program Update
Contract #'s:
02-067 (HA), 03-0467 (HA) and 03-168 (HA)
July - September 2004

The following report covers the continuing progress of the IDA program under **these particular contracts**. WWBIC is pleased to share that thirty-one HACM participants continue to save monthly and have deposited a combined total of \$31,436 under these contracts.

Activities & Outcomes

We are happy to share these highlights:

- Since HACM savers began opening their accounts in December 2002, all the groups have deposited a total of \$31,436 into their IDA accounts.
- The HACM/WWBIC match on active accounts is \$31,381.
- **The combined savings on these active accounts is \$47,420.**
- There are currently 31 active savers in this group.
- **30 residents** are participating in the newest class group.
- Total combined savings spent on asset purchases has been \$10,675.

The average deposit across the savings groups has been \$45 per month. Twenty-five participants are saving for a first-time home purchase. Two participants have already purchased homes. One participant is planning to expand her day care business, one is saving to start a microenterprise, two have submitted requests for matching withdrawals for post-secondary education, while yet another person is still saving for her education.

New Class

Our fourth *Make Your Money Talk* class began in September. Thanks to some exceptional work by the HACM staff including Paul Williams, Ann Wilson, Ken Barbeau, and Maria Rodriguez, **sixty people** came to our two information sessions. With WWBIC's help and counsel a multi pronged marketing strategy was created and implemented including flyer disbursement, recruitment letters, orientation sessions and reminder phone calls. HACM staff did some very well thought out and strategic marketing in an effort to find that segment of HACM residents that would qualify for and be interested in the Individual Development Account program. We truly appreciated their efforts and we look forward to building on them for future recruitment.

Thirty residents decided to take the class and participate in the program as a result of these strong efforts. 93% of the class is women and 7% are men. Our facilitator, Ms. Jenell Hackley, began teaching classes on September 14th. She will be offering classes on Tuesday mornings and Wednesday evenings in order to accommodate as many residents as possible. We are very

pleased to have Ms. Ann Wilson participating in the Tuesday morning class. She is a strong leader and we hope that she will be able to encourage many others to take the class in the future.

Client Relations & Feedback

During the most recent class series participants have given us some excellent feedback on the *Make Your Money Talk* program. One sharp young high school man said, *This is like a scholarship*. He is wisely using the IDA program to save money for college. Listed below are some other participant comments.

Ms. Hackley is very down to earth and easy to talk to. She [is] someone everyone can talk to.

Very Valuable Information as always!

Thank you for the information.

This was a good session.

I feel that she's [Ms. Hackley] doing a very good job by explaining the material and giving examples.

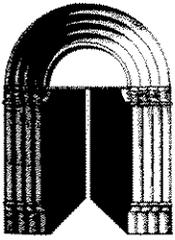
Savers Club

In addition to our one on one contact with residents and the *Make Your Money Talk* classes our quarterly *Savers Club* meetings are one of the best ways for WWBIC to maintain contact with HACM residents who are in the saving phase of the program. These meetings offer information, peer support, and encouragement to continue saving from Ms. Hackley. It is a valuable forum for all savers to participate in and we welcome the HACM IDA participants to attend.

Our most recent *Savers Club* meeting was held in September at the downtown offices of *Piper Jaffray*. The staff members at Piper Jaffray were very gracious hosts, providing refreshments and a pleasant meeting environment for our *Savers Club* participants. The session focused on investment strategies and financial planning. A third of the participants were HACM residents. The participants enjoyed the environment and appreciated the valuable information. It was a great success!

Plans for Next Quarter

- The Wealth Builders Club (i.e. *Savers Club*) of Milwaukee will host its final meeting of the year in December.
- Our current groups of residents will continue with their classes into December. Please be looking for a graduation announcement in the near future.
- Our partners at M&I Bank have graciously agreed to send a banker to both the Tuesday morning and Wednesday evening classes to open accounts for new IDA participants on site. This will make the initial bank experience more convenient and less threatening for the residents resulting in a larger portion of the class opening accounts.



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www.wwbic.com
www.onlinewbc.gov

Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: September 30, 2004
HACM Contract Number 02-067 (HA)

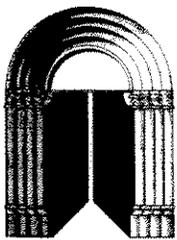
Program ID: 69
Site ID: 3

Make Your Money Talk Information Sessions for 2002	35 Participants
Total	35
Graduates from 9-session Economic Literacy Education training to date:	19
Total Individual Development Accounts (IDA) opened since 12/2002:	17
Total amount deposited by IDA Account holders Since 12/2002:	\$18,939.90
Active IDA accounts:	13
Combined savings by IDA account holders:	\$8,106.80
WWBIC IDA match:	\$16,176.90
Total combined savings:	\$24,283.70
Total IDA account holder deposits for 9/2004:	\$622.04
Average deposited amount per month:	\$47.85
Total Combined Savings Spent on Asset Purchases since July 2003	\$8,427.07
Microenterprise - Small business savers:	1 - (1 Day Care)
First time home purchase savers:	10 - (1 Homeowner)
Post secondary education savers: savers have made multiple asset withdrawals	2 - (2 have submitted a request for a matched withdrawal for school)

OUR CLIENTS:

Women in the program:	100%
Single parent household:	71%
Two (2) parent households:	18%
Single individuals:	59%
Two (2) or more children:	65%
Work full-time:	76%
Work part-time:	24%
TANF qualified at one time or another:	94%
Food stamps qualified:	35%
Average age group (30-39 yrs):	41%





WISCONSIN
WOMEN'S
BUSINESS
INITIATIVE
CORPORATION

A Certified Community
Development Financial
Institution (CDFI)

**MILWAUKEE
OFFICE**

2745 N. Dr. Martin
Luther King Jr. Drive
Milwaukee, WI 53212
Phone: 414-263-5450
Fax: 414-263-5456

**SOUTH CENTRAL
OFFICE**

2300 S. Park Street, Suite 4
Madison, WI 53713
Phone: 608-257-5450
Fax: 608-257-5454

Email: info@wwbic.com
www.wwbic.com
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Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

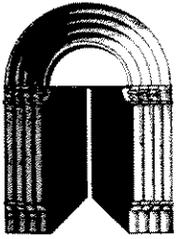
Facts to Date: September 30, 2004
HACM Contract No. 03-0467 (HA)

Program ID: 69
Site ID: 4

Make Your Money Talk Information Sessions for 2003	36 Participants
Total	36
Graduates from 9-session Economic Literacy Education training to date:	17
Total Individual Development Accounts (IDA) opened since 7/2004:	15
Total amount deposited by IDA Account holders Since 6/2003:	\$10,903.67
Active IDA accounts:	12
Combined savings by IDA account holders:	\$6,318.19
WWBIC IDA match:	\$12,017.30
Total combined savings:	\$18,355.49
Total IDA account holder deposits for 9/2004:	\$537.02
Average deposited amount per month:	\$44.75
Total Combined Savings Spent on Asset Purchases since	\$3,059.37
Microenterprise - Small business savers:	1
First time home purchase savers:	11 - (1 home purchase)
Post secondary education savers: savers have made multiple asset withdrawals	1

OUR CLIENTS:

Women in the program:	100%
Single parent household:	92%
Two (2) parent households:	8%
Single individuals:	69%
Two (2) or more children:	54%
Work full-time:	62%
Work part-time:	39%
TANF qualified at one time or another:	92%
Food stamps qualified:	23%
Average age group (30-39 yrs):	46%



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Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: September 30, 2004
HACM Contract No. 03-168

Program ID: 69
Site ID: 6

Make Your Money Talk Information Sessions for 2004	36 Participants
Total	36
Graduates from 9-session Economic Literacy Education training	8
Total Individual Development Accounts (IDA) opened since 7/2004:	6
Total amount deposited by IDA Account holders Since 7/2004:	\$1,592.31
Active IDA accounts:	6
Combined savings by IDA account holders:	\$1,593.61
WWBIC IDA match:	\$3,187.22
Total combined savings:	\$4,780.83
Total IDA account holder deposits for 9/2004:	\$252.00
Average deposited amount per month:	\$42.00
Total Combined Savings Spent on Asset Purchases since	0
Microenterprise - Small business savers:	0
First time home purchase savers:	6
Post secondary education savers: savers have made multiple asset withdrawals	0

OUR CLIENTS:

Women in the program:	67%
Single parent household:	83%
Two (2) parent households:	33%
Single individuals:	67%
Two (2) or more children:	67%
Work full-time:	100%
Work part-time:	0%
TANF qualified at one time or another:	67%
Food stamps qualified:	17%
Average age group (30-39 & 40-49 yrs):	34%





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Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: September 30, 2004
HACM Contract No. 03-168

Program ID: 69
Site ID: 6A

This total is subtracted from the total of Program 69, Site 6	
Total amount deposited by IDA Account holders Since 6/2004:	\$417.25
Active IDA accounts:	2
Combined savings by IDA account holders:	<i>\$417.60</i>
WWBIC IDA match:	<i>\$835.20</i>
Total combined savings:	<i>\$1,252.80</i>
Total IDA account holder deposits for 9/2004:	\$83.00
Average deposited amount per month:	<i>\$41.50</i>
Total Combined Savings Spent on Asset Purchases since	0
Microenterprise - Small business savers:	0
First time home purchase savers:	2
Post secondary education savers: savers have made multiple asset withdrawals	0



Department of City Development

Housing Authority
Redevelopment Authority
City Plan Commission
Historic Preservation Commission

October 25, 2004

Mr. Armando Gutierrez
Executive Director
Friends of Housing Corporation
P.O. Box 772
Milwaukee, WI 53201-0772

Dear Mr. Gutierrez:

This will acknowledge that we have reviewed your proposed 2005 Operating Budget for the Townhomes at Carver Park including your request to increase the ceiling rents for public housing units by \$10/month. Please be advised that the proposed budget is accepted. Your request for the increase in ceiling rents will be submitted to the Housing Authority Board for consideration at the November Board meeting.

We look forward to continuing our partnership with Friends of Housing during the upcoming year.

Sincerely,



Antonio M. Pérez
Secretary-Executive Director
Housing Authority of the
City of Milwaukee

c: Jim Beherendt
Maria Prioletta
Sarita Griffin
Duane Verba
Mindy Biedrzycki
Housing Management



P.O. Box 772
Milwaukee, WI 53201-0772
414.463.3371 FAX: 414.463.4668

Board of Directors

Nacarci Feaster
Business Representative
Laborer's Union -Local 113

Margaret Henningsen
Vice President, Mortgage Lender
Legacy Bank

Roger W. Rouse
Owner, Precision Consulting Inc

Chris Goller
Vice President
US Bank

Angela McKenzie
Attorney
Gonzalez, Saggio, & Harlan, L.L.P

October 11, 2004

Antonio Perez
Carver Park Tax Credit Limited Partnership
PO Box 324
Milwaukee, WI 53201

Re: Townhomes at Carver Park 2005 Operating Budget

Dear Mr. Perez:

Attached for your review is the proposed 2005 operating budget for Townhomes at Carver Park. This is the fourth budget prepared for this development and the third that has hard income and expense data available. I will give you a brief overview.

Rental Income: All two and three bedroom tax credit units will be at \$535.00 and \$605.00 per month respectively. The market rate units which become vacant will lease out at \$695.00 per month. The ceiling rents for public housing units will increase \$10.00 per month. These increases will help to cover increased operating costs due to inflation and normal annual increases for such items as materials, contractors, insurance and salaries.

Administration: We are only increasing administrative costs by less than 2% over the 2004 budget. We will be increasing our management fee by \$1.02 per unit per month. That increase will be used to cover our insurance costs which keep increasing dramatically each year.

Utilities: Now that we have an accurate picture we are reducing the budget for utilities by almost \$6000.

Materials and Contractors: We are increasing material and contractor cost by 29%. This is due to more wear and tear on the units and an additional \$30000 we put in to the carpenter costs to cover vinyl floor replacement. We also added an extra \$6000 for exterior painting which we have not had to do previously.

General Expense: A slight increase in expense due to higher taxes and employee benefits.

Non-Routine Maintenance: Extra maintenance materials is for appliance replacement, extra contracts is to cover the cost of a furnace, water heaters and air conditioner replacement if necessary.

We do not anticipate using any of the funds in the reserve accounts in 2005. Please review the budget and let me know if there are any questions or concerns. I can be contacted at 463-3371.

Sincerely,


Armando Gutierrez
Executive Director

Cc: S. Falek, M. Prioletta, J. Behrend, S. Griffin

Townhomes at Carver Park
Profit & Loss Budget Overview
 January through December 2005

Jan - Dec 05

Ordinary Income/Expense

Income

31000 · Rental Income 682,200.00
 31100 · Dwelling Rent -13,332.00
 31150 · Vacancy Loss

Total 31000 · Rental Income 668,868.00

36000 · Non Rental Income
 36100 · Interest from Investments 2,100.00
 36900 · Other Income 1,440.00
 36901 · Sales & Service Tenants 13,200.00
 36910 · Application Fee 2,040.00

Total 36000 · Non Rental Income 18,780.00

37100 · Security Deposit Revenue 420.00
 38020 · Annual Contr-Operating Subsidy 27,000.00

Total Income 715,068.00

Gross Profit 715,068.00

Expense

41000 · Administration 42,180.00
 41100 · Admin Salaries & Wages 12,000.00
 41700 · Accounting/Audit Fees 1,560.00
 41904 · Postage 995.00
 41905 · Advertising 2,580.00
 41908 · Office Supplies 600.00
 41909 · Printing & Reproduction 75.00
 41911 · Membership Dues & Fees 480.00
 41913 · Bank Charges 5,400.00
 41920 · Legal Expense 2,400.00
 41921 · Computer Supplies & Service 2,400.00
 41925 · Credit/Criminal Check 2,040.00
 41926 · Contract Service/Management Fee 36,540.00
 41927 · Insurance-Gen Liability 10,000.00
 41930 · WHEDA Compliance Fee 6,500.00
 41933 · Miscellaneous 720.00

Total 41000 · Administration 124,070.00

42000 · Tenant Services 3,440.00
 42300 · Co Costs, Training & Other

Total 42000 · Tenant Services 3,440.00

43000 · Utilities 51,150.00
 43100 · Utilities Water 0.00
 43200 · Utilities Electric 8,532.00
 43400 · Utility-Combined gas & electric

Townhomes at Carver Park Profit & Loss Budget Overview January through December 2005

	Jan - Dec 05
Total 43000 · Utilities	59,682.00
44000 · Maintenance and Operation	
44101 · Labor	69,960.00
44200 · Materials	
44201 · Appliance Parts	600.00
44202 · Automotive Parts	420.00
44203 · Landscaping Materials	1,500.00
44204 · Electrical	4,500.00
44205 · Hardware	8,520.00
44206 · Heating Supplies	3,000.00
44207 · Janitorial Supplies	240.00
44208 · Painting Supplies	600.00
44209 · Plumbing Materials	2,100.00
44212 · Small Tools	720.00
44217 · Miscellaneous Parts	4,800.00
44218 · Salt/Calcium Chloride	1,500.00
44219 · Air Conditioner Parts	1,200.00
Total 44200 · Materials	29,700.00
44300 · Contracts	
44301 · Maintenance Equipment Rent	420.00
44303 · Auto Reimb-Maint Employees	450.00
44319 · Interior Painting Contracts	21,000.00
44320 · Exterminating Services	2,400.00
44321 · Electrical Contractors	3,000.00
44322 · Plumbing Contractors	1,440.00
44323 · Heating & Vent Contractors	3,600.00
44325 · Janitorial Services	9,600.00
44330 · Landscaping Contractors	15,050.00
44332 · Structure Repairs	1,750.00
44335 · Snowplowing	2,700.00
44336 · Carpenter Contractors	39,000.00
44341 · Other	15,600.00
Total 44300 · Contracts	116,010.00
44000 · Maintenance and Operation - Other	9,000.00
Total 44000 · Maintenance and Operation	224,670.00
44342 · Discount	0.00
44800 · Protective Serv-Contract Cost	9,750.00
45000 · General Expenses	
45110 · Hazard Insurance/Premiums	28,500.00
45200 · Real Estate Taxes	63,600.00
45400 · Employee Benefits	34,020.00
45700 · Collection Losses	7,800.00

Townhomes at Carver Park
Profit & Loss Budget Overview
January through December 2005

Jan - Dec 05

Total 45000 · General Expenses	133,920.00
46100 · Non Routine Maintenance	3,270.00
46120 · Extra Maint-Materials	13,020.00
46130 · Extra Maint-Contracts	
Total 46100 · Non Routine Maintenance	16,290.00
51800 · Asset Management Fee	5,000.00
61000 · Interest Expense	
61100 · US Bank Interest	58,451.55
61200 · M&I Marshall&Isley	58,450.24
61300 · Land Mortgage/5.31 Hope VI	270,615.45
Total 61000 · Interest Expense	387,517.24
65140 · Authority Oversight Fee	21,353.00
65150 · Asset Management Fee adj.	0.00
Total Expense	985,692.24
Net Ordinary Income	-270,624.24
Other Income/Expense	
Other Expense	
70300 · Depreciation-Buildings	619,832.20
70500 · Depreciation-Site Improvements	17,466.75
70600 · Depreciation-Furniture & Equip.	13,111.99
72110 · Loan Amortization	618.57
Total Other Expense	651,029.51
Net Other Income	-651,029.51
Net Income	<u>-921,653.75</u>

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, DECEMBER 16, 2004
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the November 18th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report (handout)
 - Convent Hill Hope VI application
5. New Business:
 - Submission of Designated Housing Plan (handout)
 - Agency Plan Requirements for High-Performing Agencies (handout)
 - Over-Income Families (handout)
 - 2004/2005 Snow Plan (handout)
6. Other Business
7. Next meeting Thursday, January 27, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes November 18, 2004
- ⇒ Agenda December 16, 2004
- ⇒ Designated Housing Plan Acknowledgement letter
- ⇒ HUD Notice: Agency Plan Requirements for High-Performing Agencies
- ⇒ HUD Notice: Over-Income Families
- ⇒ 2004/2005 Snow Plan

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **November 18, 2004 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace,HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Carla Jones, Patricia Montgomery, Audrey Harris, Dale Peterson, Julia Perkins, Rebecca McGill, Rev. Gaynor-Hunter, Mindy Biedrzycki and Steve Falek

Members Excused: Ann Wilson, Lena Mitchell, Malissa Myrick, Felicia Beamon, and Sandra Speed

The meeting was called to order and roll call was taken. Dale Peterson, Rebecca McGill and Felicia Beamon were excused. Welcome back to Sandra Speed.

Rosetta Johnson made a motion, seconded by Reverend Hunter, to accept the minutes of the October 28, 2004 meeting.

Roy Tillery reported that there has been no change in the account balances since last report. The current balance is \$4,158.38.

Mindy reported that we are on target for filling vacancies at Westlawn by year end and almost all of the vacancies have applications ready. The Highland Gardens move has begun and should be complete by the end of November. Everyone is encouraged to stop by and tour the new building.

Al Schoessow, Chief of Public Safety, addressed the following concerns of RAB members:

- He explained that the response time for a call to public safety depends on the type of call. He further stated that staff tries to provide the same amount of coverage to all developments, regardless of the individual need, so that there isn't a perception that a development is not being covered.

Resident Advisory Board Meeting Minutes

November 18, 2004

Page Two

- He encouraged residents to notify their managers if they observe groups using the common areas engaging in prohibited activities, such as drinking alcohol, so that the manager can take steps to restrict that groups future use of the common space. He also advised that if someone from public safety ever tells them to confront the violators again, they should call either Angel Rodriguez or himself and let them know.
 - Chief Schoessow explained that they are currently short staffed by two positions and one new person was recently hired. Randy Vrzal has been assigned to handle drug-related calls previously handled by Joe Lagerman.
 - He promised to look into any reports of “no-response”.
 - He confirmed that there will be no free rent incentives for Homeland Security this year – that was only offered the first year.
 - He reported that overall crime in the developments is down however, reports of car damage are up slightly.
 - Sherri expressed concern about incidents of persons that have been “no-trespassed” continuously observed in the development and worried that residents would stop calling if they don’t think anything is being done to remove the individual. Chief Schoessow encouraged residents to continue to report persons that are violating a “no-trespass” and tried to assure the RAB that public safety is doing everything they can to respond to those calls and issue citations. He encouraged residents to contact the police department to obtain photos for posting of persons that have been “no-trespassed” because public safety cannot distribute the photos they get.
 - Lena Mitchell stated that incidents of crime have decreased since the Milwaukee Police started a foot patrol.
 - Carla Jones reported that V100 is sponsoring an event at the Silver Spring Neighborhood Center on 11/19/2004 that public safety needs to be aware of.
 - Lena Mitchell extended an invitation to Chief Schoessow to attend a meeting at Mitchell Court with residents, the alderperson and the Milwaukee Police district captain.
- ⇒ Steve reported that HUD published the Notice of Funding Availability (NOFA) for Hope VI that makes a highrise eligible so HACM will be applying for \$20 million for Convent Hill, and some other areas including retail space, in February, so the next couple of meetings will include an update and discussion on the plans for Convent Hill. HACM will need a letter of support from the RAB and they will also be seeking the support of residents and businesses in the surrounding neighborhood. The plan will include \$6-\$7 million in tax credit funding and \$3.2 million in Section 202 funding for 36 units.
- ⇒ Steve and Sherri asked RAB members to promote the Resident Satisfaction Survey in their developments and to encourage residents that receive the survey to respond. Residents are randomly selected to receive the survey. Sherri encouraged residents to be honest in filling out the surveys and expressed that what HACM has accomplished is something to be proud of, citing the work at Highland Gardens, reasonable rents, good conditions and treated well by managers.

Resident Advisory Board Meeting Minutes

November 18, 2004

Page Three

- ⇒ Steve reported that WWBIC made a presentation to the HACM board at their last meeting. They reported that 35 people have enrolled and saved over \$18,000. A one-dollar resident contribution to their savings equals \$3 because of matching. Contact Maria Rodriguez at COS if you're interested in participating. Sherri requested that the WWBIC statistics more clearly show HACM resident participation and asked for clarification that ROSS grants are funding a counseling position with WWBIC.
- ⇒ Sherri reported that she has received a number of calls from residents interested in joining the RAB and reminded everyone that we have a process to follow. The RAB needs to determine what their need is for additional members. Possibly Townhomes at Carver Park?
- ⇒ The next meeting will be Thursday, December 16, 2004 at the Hillside Family Resource Center and will begin at 4:00pm. Steve and Ann will sponsor a potluck. Members agreed to a \$5 gift exchange.
- ⇒ The meeting was adjourned at 6:25pm.

Respectfully submitted,

Mindy Biedrzycki

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez

programs- housing and community development, Mortgage insurance, Reporting and recordkeeping requirements, Solar energy.

■ Accordingly, for the reasons stated in the preamble, the interim rule for part 203 of subpart B of Title 24 of the Code of Federal Regulations, published on November 21, 2003, at 68 FR 65824, as corrected on January 2, 2004, at 69 FR 4, is promulgated as final, without change.

Dated: November 19, 2004.

John C. Weicher,

Assistant Secretary for Housing- Federal Housing Commissioner.

[FR Doc. 04-26113 Filed 11-24-04; 8:45 am]

BILLING CODE 4210-27-P

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

24 CFR Part 960 and 966

[Docket No. FR-4824-F-02]

RIN 2577-AC42

PHA Discretion in Treatment of Over-Income Families

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Final rule.

SUMMARY: This final rule gives public housing agencies (PHAs) the discretion, in accordance with federal law and regulations, to establish occupancy policies that include the eviction of public housing tenants who are over the income limit for eligibility to participate in public housing programs. PHAs may decide that such families should be able to find other housing and that public housing units should be made available for eligible low-income families with greater housing need. This final rule takes into consideration the public comments received on the proposed rule. After careful review of the comments, HUD has decided to adopt the proposed rule with minor revision.

DATES: Effective Date: December 27, 2004.

FOR FURTHER INFORMATION CONTACT:

Patricia Arnaudo, Director, Public Housing Occupancy and Management Division, Office of Public and Indian Housing, Department of Housing and Urban Development, Room 4116, 451 Seventh Street, SW., Washington, DC 20410-5000 telephone (202) 708-0744 (this is not a toll-free number). Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

SUPPLEMENTARY INFORMATION:

I. Background

On August 1, 2003 (68 FR 45734), HUD published a notice of proposed rulemaking (NPRM) that proposed to grant PHAs the discretion to evict a family that is over the eligible income limit, with exceptions for families entitled to EID (addressed at 42 U.S.C. 1437a(d)) or with valid contracts of participation under the Family Self Sufficiency (FSS) program (42 U.S.C. 1437u). In submitting this proposed rule for public comment, HUD stated its view that public housing should be available to eligible low-income families and that it is inappropriate to limit the ability of a PHA to move over-income families out of public housing to make room for low-income families on waiting lists.

The current rule on eviction at 24 CFR 960.261 limits the ability of PHAs to evict over-income families unless (1) the PHA has determined that there is other decent, safe, and sanitary housing available to the tenant at a rent not exceeding the then-current tenant rent, or (2) the PHA is required to evict the family by local law.

This final rule does not require PHAs to evict over-income residents, but rather gives PHAs the discretion to do so and thereby make units available for applicants who are income-eligible.

II. This Final Rule

This final rule follows publication of the August 1, 2003, proposed rule. The public comment period for the proposed rule closed on September 30, 2003. Sixteen public comments were received from a variety of individuals and groups during the comment period. Commenters included tenant organizations, housing authority trade associations, public housing tenants, and PHAs. Three of the public comments were in the form of petitions signed by multiple public housing residents from one city, and gathered and submitted by a single organization. After consideration of these comments, HUD has decided to adopt a final rule that, like the proposed rule, provides an exception to eviction for over-income tenants who are receiving the earned income disallowance or have active contracts of participation in a family supportive services program. In addition, this rule makes a conforming technical change to 24 CFR 966.4(l)(2)(ii).

III. Discussion of Public Comments

Comment: The rule properly grants discretion to the PHAs regarding over-income residents. One PHA commenter

agreed with the rule so long as implementation is voluntary and "with no penalty for non-participation." Similarly, another PHA did not oppose the concept of the proposed rule that will grant "public housing agencies" the discretion to evict over income families from public housing, as long as this rule remains a PHA option." "In an effort to increase accountability and ensure that public housing participants are not being evicted prematurely before reaching self-sufficiency," this commenter would prefer PHAs be given discretion to regulate this policy, rather than being subject to a mandatory regulation.

Observing that there may be widely divergent local strategies ranging from targeting only households most in need to retaining some over-income households as role models and to maintain the marketability of public housing, one commenter, also a PHA, agreed with the discretion the rule would grant to PHAs, and states that "local communities deserve federal respect for the diverse implementation strategies they devise to accomplish broadly stated national policy goals." Another commenter stated, "We appreciate and support the Department's recognition of the importance of local-level discretion in setting housing policies" and "LHAs [local housing agencies] must retain true discretion to establish policies that suit their communities." However, this commenter, a housing association, stated that "a more useful formulation of the notice would be one that gives PHAs the discretion to formulate local policies with regard to families who have increased their incomes while residing in public housing." Another PHA stated that "ultimate discretion" on if, how and when it is applied should be left to the individual PHA. Local PHAs should be allowed to set the over-income "target" for triggering the eviction based on local market conditions."

Response: HUD agrees with these commenters in their desire for PHAs to act with discretion. This rule gives PHAs the discretion to make decisions concerning their local housing market needs. HUD will not penalize PHAs for not incorporating this rule into their admission and continued occupancy policies.

Comment: The rule would have a negative effect on deconcentration of poverty and income-mixing goals. Several commenters specifically commented on the rule's effect on income-mixing and deconcentration of poverty. One PHA stated that having a range of incomes is preferable to having

a concentration of low-income families, observing that the presence of higher-income families under the flat-rent system serves as role models and as the core homeownership clientele. Another PHA stated that this rule would conflict with the goals of deconcentrating poverty (24 CFR 903.1), income targeting (24 CFR 960.202), and choice of income-based or flat rent (24 CFR 960.253). This commenter stated that the rule would "negatively impact the ability of PHAs to move toward socioeconomic diversity in public housing" and that due to the conflicts, the rule should not be implemented. A PHA-related trade association commented, "The wisdom of evicting over income families or encouraging them to take advantage of other housing options is contingent on local policy preferences * * * retention [of some over-income families] may also contribute to whatever mixed income character public housing apartments may retain." Another trade association stated that, "Families with increasing incomes can also play a vital role in local strategies to create mixed-income communities and deconcentrate poverty in public housing. The presence of working families in public housing provides role models that contribute to a healthy, stable community. The presence of relatively higher-income families could help PHAs secure private funding for development purposes, helping both residents as well as the broader community." An individual petition signer made a similar point.

Other commenters cited similar concerns. One individual commenter stated:

In 1998, Congress passed the law stating that PHAs could admit higher-income tenants into low-income public housing project, because having a high concentrations of poor people had a negative effect on the neighborhoods. By adding higher-income tenants, Congress hoped to stabilize the neighborhoods.

One of the problems the [HOPE VI] Revitalization grants may be used for, is demolition of drug-infested, severely distressed low-income public housing. HUD's proposal perpetuates the problem by recreating high concentrations of poor people all over again.

This commenter cited the example of the commenter's own development, which lost most of its moderate-income tenants in favor of lower-income tenants. Two commenters opposed to the rule stated that "the proposed rule works against deconcentration objectives." These commenters further stated, "Under the 1998 Quality Housing and Work Responsibility Act [QHWRA], PHAs are required to plan

for deconcentration, in order to promote a comparable mix of incomes in all developments" and "by evicting over-income households, PHAs may be promoting higher concentrations of low income residents in some developments, thereby defeating the purposes of deconcentration."

These commenters further stated that high turnover in a neighborhood can lessen the capacity of a community to address its needs and interests, and when the turnover occurs among higher-income households who demonstrate self-sufficiency and represent positive role models, the community can lose its strongest leaders and be significantly destabilized.

Some individual petition signers also stated that the rule would contradict income-mixing and HOPE VI goals.

Response: HUD believes that this rule does not contradict deconcentration or income-mixing policies, because those policies can be successfully achieved by a PHA while implementing this rule. Specifically, deconcentration can occur within tenant populations that are within 80 percent of area median income (AMI), since PHAs are required to target only 40 percent of extremely low-income families in the public housing program. Public housing is intended for low-income families (at or below 80 percent of AMI). Therefore, the resources of public housing should not be used by those who are not low-income while many who are low-income remain on the waiting list.

Comment: PHA commenters raised issues regarding how much pre-eviction notice to give.

One commenter suggested "a one-to two-year minimum time limit to allow families to prepare for their move into the private market" as not all PHAs have the resources to help residents become independent of public housing assistance. One commenter suggested a 6-month "stabilization or grace period" at the "top rent" level for people "exiting poverty," with a mutually agreed termination of tenancy at the end of the six months. Another commenter suggested a 60-day advance notice to allow families time to enroll in a supportive services program. Another commenter, citing an example of a family that had borrowed heavily during a period of unemployment due to injury, questioned whether a PHA could establish a one-year post-employment grace period to allow families to "get back on their feet and pay off some debt?" One commenter observed that the length of notice is not covered in the rule.

Response: This rule will provide PHAs the discretion to determine the

time frame needed to execute an eviction notice, as long as the PHA's decision complies with HUD's regulations and state and local laws.

Comment: Other issues regarding eviction. In a comment, a PHA stated that eviction might create a blemish on the family's record that could make it difficult for it to find other housing. This commenter stated that an eviction policy would require the support of local courts, cause the PHA to incur legal expenses, and should be a last resort. The commenter suggested that a better option might be to permit PHAs not to renew the lease, allowing the PHA to notify the over-income family that this would be the last year they would be able to lease from the PHA and provide an interim step before eviction." One trade association commenter stated that it has generally supported initiatives that encourage public housing residents to increase their earned income and decrease their dependence on housing assistance. The commenter disagreed with "the rule's encouragement of punishing assisted housing families who succeed." The commenter believed that the rule expresses a preference for eviction, and would prefer that PHAs make discretionary use of their existing tools to encourage over-income families to seek to move, instead of the punitive measure of eviction. In another comment, a PHA stated that "eviction is a rather serious step that cannot be taken lightly and should only occur when there is clear evidence that affordable rental opportunities are available in the open market to the household against which the action is being taken." An individual petition signer expressed fear of eviction if the rule becomes final. Another petition signer added a comment that the rule would "penalize" and "dissuade people from moving up and out of poverty."

Response: This rule does not require PHAs to evict, but gives PHAs the flexibility to evict or terminate the tenancies of over-income families, where it deems it appropriate, so long as its policy complies with HUD's regulations and state and local law governing tenant and landlord relations. Therefore, a PHA could take into account mitigating factors such as the family's self-sufficiency efforts.

Comment: Five commenters (three PHAs and two trade associations) disagree with, or suggest changes in, the proposed rule's exemptions for families participating in a Family Self-Sufficiency program under 24 part 984 (FSS) and families entitled to the earned-income disallowance. One commenter stated that the exemptions

are invitations to "play the system," and suggested that the rule should require FSS families also to be eligible for the earned-income disallowance "to ensure reversion of funds to PHA's by those who do not meet their commitment." After the 24-month period for the disallowance ends, there should be a mutual termination of tenancy with an option for eviction.

One commenter believed that working families and FSS recipients will be negatively affected if forced to leave after the end of the moratorium on the rent increase, and that the rule will be a disincentive to work if the residents' income results in the possibility of an eviction.

A trade association commenter disagreed as a matter of law that either the FSS program or the earned-income disallowance under 42 U.S.C. 1437a(d) protects over-income families from eviction. The earned-income disallowance speaks only to rent increases, not to continued tenancy, and FSS families have no right to remain in the program once their income exceeds the eligibility limits. This commenter stated that some of its members see the Quality Housing and Work Responsibility Act's favorable treatment of these classes of over-income tenants over other working families in public housing as troubling, and complained that the rule would "aggravate this disparate statutory treatment" by placing certain working families at risk of eviction while protecting others. This commenter would prefer HUD to grant PHAs broad discretion in connection with the retention or eviction of all classes of over-income households, or at least remain silent as to the proposed excluded classes, and leave their treatment up to PHAs as well.

Another trade association commenter similarly stated that the proposed rule's exemptions would exclude "working families who have increasing incomes but have not participated in FSS or met the limited EID qualification criteria." The commenter described this different treatment of working families as a "potential incongruity." This commenter also agreed that the exemptions are not required by statute. This commenter stated that "PHAs should establish exemption categories as part of their local strategies."

An individual housing authority commenter stated that "FSS participants should be exempted from this rule as long as they are enrolled in the program and are actively pursuing the goals included in their contract. Over-income families should also be notified of the availability of the program and given the opportunity to enroll in the FSS

program with reasonable notice before eviction proceedings are commenced."

Response: The purpose of the Earned Income Disallowance in 42 U.S.C. 1437a(d), implemented at 24 CFR 960.255, is to encourage families to increase their annual income through participation in self-sufficiency and job training programs and employment by allowing the PHA to exclude the resulting increase in income for one 12-month period and exclude 50 percent of the increase in the second 12-month period. The total lifetime availability of any individual is limited to 48 months. To evict families properly qualified for and receiving the disallowance would clearly be contrary to the statutory purpose and to the regulation providing for the exclusion of such income. Since the earned income disallowance is available only for a limited time, and since it applies upon the commencement of employment of a qualifying family member, HUD does not believe there would be wide latitude to use the exemption improperly to avoid eviction. Therefore, HUD is including the exception to eviction for families receiving EID in this final rule.

FSS is a contractual agreement between the participant and the PHA. Because FSS involves contractual agreements, it is HUD's policy and rule to exempt participants in FSS programs until their contract of participation has ended. Otherwise, PHAs may continue to apply their admissions and continued occupancy policies except as they are modified by this rule.

Comment: One commenter states that this rule would increase program complexity. This commenter, a trade association, stated that this rule would "make program implementation more complex rather than less complex." PHAs would have to identify FSS families and families entitled to the earned income disregard. Additionally, a PHA's determination of household eligibility for FSS or an earned income disregard "may affect the amount of rent a family pays or the availability of support services to the family. If a PHA elects to implement a local discretionary policy to evict over-income households, these determinations of eligibility may come to affect a household's eligibility for continued occupancy in public housing. * * *"

Response: PHAs are currently required to monitor FSS families and to apply the earned income disallowance in appropriate cases; therefore, this rule will not add additional complexity to the program.

Comment: HUD should support PHAs in enforcing a time limit for over-income families. This commenter agreed that a

family making above 80 percent of the median "should be evicted if that family is not making an effort to obtain housing in the private sector," and that PHAs should receive support from HUD to enforce a time limit not exceeding one year of housing for over-income families.

Response: HUD supports a PHA's discretion, as provided by this rule, to determine the appropriate time limit, if allowed to remain in public housing at all, for families that have reached the 80 percent AMI threshold.

Comment: Two PHA commenters support exemptions for elderly and disabled residents. One commenter, citing a particular case of an elderly resident whose income suddenly rose, asked whether a PHA could allow for an exemption for elderly or disabled persons. Another commenter stated that the only exceptions to eviction should be for elderly and disabled families who remain in public housing for a variety of reasons. "If PHAs" must evict an elderly or disabled family, it should be for failure to comply with state laws and housing laws, not for being over income; otherwise, elderly/disable families will suffer." Also, "More elderly families may become houseless or choose to rent from the private market. PHAs cannot compete with private market budgets."

Response: This rule will provide PHAs the flexibility to exempt from eviction specific classes of families, including elderly and persons with disabilities, as long as the exemption is implemented fairly, does not violate civil rights laws, and is included in the PHA's admission and continued occupancy policies.

Comment: The type of increased income should be considered. One commenter, in addition to concerns about elderly and disabled residents, asked whether PHAs would be permitted to "incorporate this proposal based on increased employment income only?"

Response: PHAs will have the flexibility to set and enforce over-income policy, including distinguishing employment income, so long as the distinction does not violate any other law.

Comment: Two commenters questioned whether perceived "loopholes" could be closed. One commenter, a PHA, stated that it is interested in implementing such a rule, while asking whether the final rule will include language to assure that PHAs have the authority to proceed with termination despite intentional or after-the-fact reductions in income in order to divert the termination process and, if not, what discretion PHAs would have

to "close this easily-manipulated loophole."

Another commenter stated that to be successful, this program would require that "interim recertifications should be performed and rents adjusted accordingly (when the cumulative increase passes some baseline amount such as \$100 per month to avoid the inefficient expense of [recertifications] for a few dollars)" and that "any six months (cumulative, not necessarily continuous) require the cessation of housing subsidy benefits." HUD needs to "continually close the loopholes" or "creative tenant workarounds" that divert resources from assisting the truly needy.

Response: This rule will allow PHAs to have the flexibility, within the parameters of state and local law, to set interim rent policies and other ways to ensure that the policies operate effectively.

Comment: The rule would result in hardship or homelessness. One commenter stated, "I do not feel a family especially with children should be punished and put out just because their parents are working." The commenter stated that rents in her locality are "out of control," and that families evicted under this rule would likely become homeless.

Two commenters stated that "in localities with low vacancy rates and high rents, the proposed rule, if applied, will result in displacement and severe hardship for evicted families." These comments stated that the rule does not distinguish between localities with tight rental markets, such as New York and San Francisco, and those where vacancies are more plentiful. In tight rental markets, eviction under the rule may result in displacement of families with children, disruption of their social and community networks, access to work and other opportunities, and cause stress and hardship.

A number of individual petition signers also stated that the rule would cause displacement or homelessness among families that cannot afford the private rental market.

Response: Public housing is intended for low-income families. This rule is being implemented so that PHAs may, if it deems appropriate, require families with incomes higher than 80 percent AMI to find housing in the unassisted market so that the PHA may tend to its mission of serving truly low-income families on the waiting list.

Comment: Relationship with PHA plan. A commenter asked whether, should this rule become final, PHAs would have to wait until approval of their next agency plan to incorporate it

into their policies and practices. Two commenters stated that PHAs intending to use the discretion granted by this rule should so state in their annual plan so that the PHA would be open to public comment under the annual public hearing required by QHWRA. These commenters stated that "use of this discretion should not bypass the accountability requirements under the law."

Response: PHAs that implement this rule must state their policy in an attachment to their annual plan required under section 5A of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1), or submit a plan amendment if necessary under local guidelines. A PHA may proceed with eviction actions up to presentation to the court pending the certification of the plan.

Comment: One commenter, a public interest group, submitted petitions signed by public housing residents.

One petition text submitted stated the following:

Mi entendimiento es que esta propuesta/regla le dara el derecho a la Autoridad de Viviendas Publicas de Boston de desalojar residentes de viviendas publicas que estan sobre el limite de ingreso para hacer eligible para participar en programas de viviendas publicas. BHA puede hacer la decision que familias sobre ingresos pueden encontrar viviendas alternativa y viviendas publicas solamente deben hacer disponible para familias que tengan una gran necesidad para viviendas publicas.

Sinceramente le pido a HUD que mantenga sus restricciones en el desalojamiento de familias que estan sobre el limite de ingreso y la Autoridad de vivienda publica no pueda desalojar esas familias que estan sobre el limite de ingreso o terminar su contrato de arrendamiento.

31 persons signed this petition.

This commenter also submitted a similar petition in English, which reads as follows:

My understanding is that this proposed rule would give the Boston Housing Authority the right to evict public housing tenants who are over the income limit for eligibility to participate in public housing programs. BHA may decide that such families should be able to find other housing and that public housing units should be made available for families with greater housing need.

One hundred fifty-four persons signed this petition. Some of these signers appended substantive individual comments. The issues raised in those comments are noted elsewhere in this preamble.

The same commenter also submitted a petition with a different text, which reads as follows:

I am a resident of Massachusetts where the cost of rental housing is the highest in the

nation, a studio apartment averages \$900 per month and a four bedroom can run \$2400 in my neighborhood (A copy of the Boston Globe classified is attached for your review.) Public housing residents are America's working poor. It takes two, three and even four combined incomes to just live decently. Over income is based on adult children who will some day leave, spouses who may leave, get laid off or even die. Every month we read about another company closing down or leaving the state; employment is not stable here. Left alone we would shortly return to homelessness if evicted for over income during our stable times. I want decent, safe, and sanitary housing. I respectfully ask HUD to maintain its restriction on eviction of families based on income which state that a PHA may not evict or terminate the tenancy of a family solely because the family is over income.

Sixty-three persons signed this petition. Some of these signers appended substantive individual comments. The issues raised in those comments are noted elsewhere in this preamble.

Response: It is HUD's position that PHAs should have the discretion to implement this rule. Local discretionary policies can address variances in rental markets as well as potential displacement of over-income families. As long as a PHA complies with state and local law, it will have the right to determine all housing requirements.

Comment: Fluctuations in earned income need to be taken into account.

The proposed rule should take into account fluctuations in income. An over-income family may be evicted under the rule, then suffer a reversal that makes it impossible to afford decent housing in the open rental market. The result will be to "lock out" these families until their turn comes up again in the waiting list. These commenters, public interest groups, propose that an "over-income family" be defined as one that is over-income for five consecutive years, and has little risk of suffering a significant income reversal in the next five years. Several of the individual petition signers make a similar point, that employment income is not necessarily stable and that the rule could result in eviction followed by a decrease in income.

Response: This rule provides PHAs with the flexibility to deal with the changes in a family's earned income status in terms of eviction.

Comment: Self-sufficiency planning should begin early. One PHA commented that "With the exception of seniors and truly disabled persons, the day someone begins to receive assistance is the day self-sufficiency planning needs to begin." HUD assistance should be temporary.

Response: HUD agrees with the commenter's views. In fact, residents are made aware as they enter public housing of the availability of self-sufficiency programs that will allow them to become self-sufficient and make the transition out of public housing and possibly to homeownership. One of HUD's strategic goals is to increase homeownership opportunities and help residents make the transition out of public housing and possibly on to homeownership. HUD's homeownership programs are intended to assist in this process.

Comment: Asset limitations for seniors should be considered. With regard to senior citizens, a reasonable asset limitation in addition to income should be considered.

Response: PHAs have the discretion to consider asset limitations in their policies, as long as the limitations meet state and local legal requirements.

Comment: Government should increase available resources for low-income housing. A public interest group commented that HUD increase the funding of the public housing capital fund and support a national housing trust fund to finance expanded development of affordable low-income housing. This commenter also stated that HUD should increase the minimum income targeting requirement of PHAs from 40 percent of admissions to 60 percent of admissions for extremely low-income families.

Another public interest group similarly stated that HUD should increase federal commitments to adequate funding of public housing, including enabling high-performing housing authorities in tight rental markets to expand the inventory of public housing, and that HUD should recommend that the provision of prohibiting expansion of public housing stock be repealed. This commenter also agreed with the prior commenter that HUD should increase the admissions of extremely low income families from 40 to 60 percent, and added that HUD should propose an amendment to QHWRA to accomplish this.

Response: This rule addresses the public housing program only, not other available low-income housing funding sources, which are outside the scope of this rulemaking.

Comment: Concerns about flat rents and overall high rents. A number of signers of the petition submitted as comments disagree with increases in, or express concerns with, the flat rent. Other petition signers stated generally that rents are too high in relation to their income and other expenses. Others also stated that rents are too high in

relation to the condition of public housing units.

Response: HUD regulations at 24 CFR 960.253(2)(b) set the standard for flat rents. Flat rents are statutorily required and must be set by comparable market rents. Any concern about the level of flat rents should be raised to either the PHA or local HUD office.

Comment: Petition signers suggest giving a homeownership option to over-income public housing residents who cannot afford rent in the private market. One commenter stated that "if someone's income is to high place them in their own home build by the state so they would only need to pay a mortgage [sic]." Another asked why the government does not allow PHAs to build or buy and refurbish old housing for over-income residents, and give them an option to buy after a certain length of time with no down-payment. This would free up an overly saturated market and help alleviate homelessness.

Response: HUD programs are intended for eligible families- those with incomes below 80 percent of AMI. Various homeownership options are available to those above this level.

Comment: Length of time for upper-income families to remain. One petition signer asked: If over-income residents are moved out, will a new standard be established as to how long upper income families replacing them can remain in the development?

Response: This rule provides the PHA flexibility to determine if over-income families should remain in public housing.

IV. Findings and Certifications

Environmental Impact

This rule concerns a statutorily required or discretionary establishment and review of income limits and exclusions with regard to eligibility for or calculation of HUD housing assistance or rental assistance. As such, this rule is categorically excluded from the provisions of the National Environmental Policy Act (42 U.S.C. 4332 *et seq.*), under 24 CFR 50.19(c)(6) of HUD's regulations.

Regulatory Flexibility Act

The Regulatory Flexibility Act (RFA)(5 U.S.C. 601 *et seq.*), generally requires an agency to conduct a regulatory flexibility analysis of any rule subject to notice and comment rulemaking requirements unless the agency certifies that the rule will not have a significant economic impact on a substantial number of small entities.

This rule is concerned only with granting PHAs the discretion to evict

over-income families. It does not mandate that any PHA take such action. Furthermore, the rule preserves the ability that small PHAs have to admit over-income families in cases where there is no demand for a unit by an eligible family, thus preventing such small PHAs from having to support vacant units.

Therefore, the undersigned certifies that this proposed rule will not have a significant economic impact on a substantial number of small entities, and an initial regulatory flexibility analysis is not required.

Unfunded Mandates Reform Act

Title II of the Unfunded Mandates Reform Act of 1995 (2 U.S.C. 1531-1538) (UMRA) establishes requirements for federal agencies to assess the effects of their regulatory actions on state, local, and tribal governments, and on the private sector. This final rule does not impose any federal mandate on any state, local, or tribal government, or on the private sector, within the meaning of UMRA.

Executive Order 13132, Federalism

Executive Order 13132 (entitled "Federalism") prohibits, to the extent practicable and permitted by law, an agency from promulgating a regulation that has federalism implications and either imposes substantial direct compliance costs on state and local governments and is not required by statute, or preempts state law, unless the relevant requirements of section 6 of the Executive Order are met. This rule does not have federalism implications and does not impose substantial direct compliance costs on state and local governments or preempt state law within the meaning of the Executive Order.

Regulatory Planning and Review

The Office of Management and Budget (OMB) reviewed this rule under Executive Order 12866 (entitled "Regulatory Planning and Review"). OMB determined that this rule is a "significant regulatory action," as defined in section 3(f) of the Order (although not economically significant, as provided in section 3(f)(1) of the Order). Any changes made to the rule subsequent to its submission to OMB are identified in the docket file, which is available for public inspection in the Regulations Division, Office of the General Counsel, Room 10276, 451 Seventh Street, SW., Washington, DC 20410-0500.

Catalog of Federal Domestic Assistance

The Catalog of Federal Domestic Assistance number applicable to the program affected by this rule is 14.850.

List of Subjects**24 CFR 960**

Aged. Grant programs- housing and community development, Individuals with disabilities, Pets, Public housing.

24 CFR 966

Grant programs- housing and community development, Public housing.

■ Accordingly, HUD amends 24 CFR parts 960 and 966 to read as follows:

PART 960—ADMISSION TO, AND OCCUPANCY OF, PUBLIC HOUSING

■ 1. The authority citation for part 960 continues to read as follows:

Authority: 42 U.S.C. 1437a, 1437c, 1437d, 1437n, 1437z- 3, and 3535(d).

Subpart C—Rent and Reexamination

■ 2. Revise § 960.261 to read as follows:

§ 960.261 Restriction on eviction of families based on income.

(a) PHAs may evict or terminate the tenancies of families who are over income, subject to paragraph (b) of this section.

(b) Unless it is required to do so by local law, a PHA may not evict or terminate the tenancy of a family solely because the family is over the income limit for public housing, if the family has a valid contract for participation in an FSS program under 24 part 984. A PHA may not evict a family for being over the income limit for public housing if the family currently receives the earned income disallowance provided by 42 U.S.C. 1437a(d) and 24 CFR 960.255.

PART 966—PUBLIC HOUSING LEASE AND GRIEVANCE PROCEDURE

■ 3. The authority citation for part 966 continues to read as follows:

Authority: 42 U.S.C. 1437d and 3535(d).

Subpart A—Dwelling Leases, Procedures and Requirements

■ 4. Amend § 966.4 by redesignating paragraph (1)(2)(ii) as (1)(2)(iii) and adding a new paragraph (1)(2)(ii) to read as follows:

§ 966.4 Lease requirements.

- * * * * *
- (1) * * *
- (2) * * *

(ii) Being over the income limit for the program, as provided in 24 CFR 960.261.

* * * * *

Dated: November 19, 2004.

Michael Liu,

Assistant Secretary for Public and Indian Housing.

[FR Doc. 04- 26114 Filed 11- 24- 04; 8:45 am]

BILLING CODE 4210-27-U

DEPARTMENT OF JUSTICE**Parole Commission****28 CFR Part 2****Paroling, Recommitting, and Supervising Federal Prisoners: Prisoners Serving Sentences Under the United States and District of Columbia Codes**

AGENCY: Parole Commission, Justice.

ACTION: Final rule.

SUMMARY: The U.S. Parole Commission is adding a procedural rule to provide that parole revocation and reparole decisions resulting from a revocation hearing for a District of Columbia Code offender may be administratively appealed. With this change, the Commission is also amending several rules to permit the initial decisions in DC parole revocation cases to be made by one Commissioner. Extending an appeal procedure to revoked DC parolees provides an avenue for these parolees to seek administrative correction of alleged errors in revocation proceedings and to present their views before a second Commissioner. The rule changes further the Commission's goal of greater uniformity in decision-making procedures for all cases within the Commission's jurisdiction.

DATES: *Effective Date:* December 27, 2004.

FOR FURTHER INFORMATION CONTACT:

Office of General Counsel, U.S. Parole Commission, 5550 Friendship Blvd., Chevy Chase, Maryland 20815, telephone (301) 492- 5959. Questions about this publication are welcome, but inquiries concerning individual cases cannot be answered over the telephone.

SUPPLEMENTARY INFORMATION: Since the Parole Commission assumed the revocation functions of the former District of Columbia Board of Parole in August 2000 under the National Capital Revitalization and Self-Government Improvement Act of 1997, Public Law 105- 33, the Commission has required that parole revocation and reparole decisions for District of Columbia

offenders be made by the concurrence of two Commissioners. The Commission adopted this requirement to replicate the voting procedures of the former DC Board, which made its decisions on the basis of a majority of the quorum of Board members (*i.e.*, two out of three).¹ The Board did not provide for an appeal of any of its decisions, and, when the Commission took on DC revocation functions, neither did the Commission. (The Commission is required by statute to afford an appeal procedure to U.S. Code offenders.) In response to recommendations that the Commission allow DC offenders to submit appeals, the Commission has explained that staff resources were not sufficient to justify increasing the agency's workload by allowing appeals for DC offenders, and that the two-vote requirement was an acceptable substitute for an appeal procedure. See 65 FR 45885, 45886 (July 26, 2000).

Last year the Commission began modifying its procedures for post-hearing voting and appeals in DC cases. The Commission promulgated a rule permitting appeals of revocation decisions for DC supervised releasees, and made a corresponding amendment that allowed the initial revocation decision for these releasees to be made by one Commissioner. See 68 FR 41696- 41714 (July 15, 2003). Now the Commission is adopting similar changes for DC offenders who have had parole revocation hearings. DC parolees will now have a formal avenue for seeking administrative correction of alleged errors in revocation proceedings. By extending an appeal procedure to DC parole violators, the Commission will provide for cumulative review of the case by two Commissioners for those offenders who file an appeal. Under the Commission's long-standing practice, an appeal is, whenever possible, reviewed by a Commissioner who did not participate in the decision under review. See 28 CFR 2.26(b)(1). For appeals from revoked DC parolees, the Commission will employ the same policies and practices that the Commission identified in the publication of the rule granting an appeal procedure for revoked DC supervised releasees. See 68 FR 41698.

In adding an appeal procedure for revoked DC parolees, the Commission must also ensure that the initial dispositions in these cases continue to be made in a timely manner. The

¹ The Board's use of a majority-vote procedure was required by former DC Code § 24- 201.2 (renumbered § 24- 401.02), but this law and others regarding the creation, powers, and rulemaking authority of the Board were abolished by section 11231(b) of the Revitalization Act.



Federal Register

**Monday,
November 8, 2004**

Part III

**Department of
Housing and Urban
Development**

**Further Annual Plan Deregulation for
High-Performing Public Housing Agencies;
Notice**

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-4829-N-01]

Further Annual Plan Deregulation for High-Performing Public Housing Agencies

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Notice.

SUMMARY: This notice provides for further simplification of the annual plan (Annual Plan) requirements for high-performing public housing agencies (PHAs), in accordance with HUD regulations. HUD's regulations governing the Annual Plan establish streamlined information requirements for high-performing PHAs and authorize HUD to further reduce the requirements with adequate notice. Accordingly, this notice provides that the Annual Plan submitted by a high-performing PHA need only address policies concerning capital improvements and the civil rights certification plus certain discretionary policies for which there is no HUD approval mechanism other than the Annual Plan. For other policies, the PHA would only be required to submit a certification listing the policies the PHA has revised since submission of its last Annual Plan. In addition, a high-performing PHA would be required to provide certain other assurances regarding resident participation in the development of the revised policies. Every fifth fiscal year, in the same year the PHA submits its five-year plan (Five-Year Plan), the high-performing

PHA would be required to submit a more detailed Annual Plan.

DATES: *Effective Date:* November 8, 2004.

FOR FURTHER INFORMATION CONTACT: Bessy Kong, Acting Deputy Assistant Secretary for Policy, Program and Legislative Initiatives; Department of Housing and Urban Development; 451 Seventh Street, SW., Room 4116; Washington, DC 20410-5000; telephone (202) 708-0713 (this is not a toll-free number). Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

SUPPLEMENTARY INFORMATION:

I. Background

The PHA plan process provides public housing residents, participants in the tenant-based assistance programs, and other members of the public a source to refer to basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. The PHA plan process was established by section 5A of the United States Housing Act of 1937 (1937 Act) (42 U.S.C. 1437 *et seq.*). Through a Five-Year Plan and an Annual Plan, a PHA advises its residents, members of the public, and HUD of the PHA's mission and strategy for serving low-income and very low-income families. HUD's regulations for the PHA plans are located at 24 CFR part 903.

HUD's regulations at § 903.11 currently allow a PHA that is designated to be high-performing, as of the most recent annual or interim public housing assessment system (PHAS) assessment

to submit a streamlined Annual Plan. In addition, § 903.11(c) authorizes HUD to reduce further the information requirements of the streamlined Annual Plans with adequate notice. In accordance with § 903.11(c), this notice provides for further simplification of the PHA Annual Plan requirements for high-performing PHAs. This notice will establish streamlined Annual Plan submission requirements for high-performing PHAs identical to the streamlined Annual Plan procedures for small PHAs that HUD has established through rulemaking (see the final rule published on June 24, 2003, at 68 FR 37664 and codified at § 903.12).

The Annual Plan requirements for most PHAs will be simplified. Under the final rule for small PHAs, PHAs that operate fewer than 250 public housing units and are not designated as troubled under the PHAS will submit streamlined PHA plans notwithstanding their Section 8 Management Assessment Program (SEMAP) assessment. Furthermore, PHAs that administer only housing choice vouchers will submit streamlined Annual Plans regardless of the SEMAP assessment.

The only PHAs to submit standard Annual Plans are those of any size designated as troubled or at risk of being designated as troubled under the PHAS, or larger PHAs (those with at least 250 units of public housing) that are designated as standard performers under the PHAS. PHAs that manage both public housing and housing choice vouchers will rely on the PHAS designation to determine whether to submit a streamlined or standard Annual Plan.

Streamlined Annual Plan Submissions	Standard Annual Plan Submissions
High performer under PHAS Administer only housing choice vouchers	Designated as troubled or at risk of being troubled under PHAS. Designated as a standard performer under PHAS and operate 250 units of public housing.
Non-troubled small PHA (manage < 250 units of public housing). Non-troubled small PHA (manage < 250 units of public housing) and administer any number of housing choice vouchers.	

This notice provides that the Annual Plan submitted by a high-performing PHA need only address policies concerning capital improvements (§ 903.7(g)), the civil rights certification (§ 903.7(o)), any PHA initiative concerning site-based waiting lists (§ 903.7(b)(2)), any homeownership program administered under section 8(y) of the 1937 Act (§ 903.7(k)(1)) and, if applicable, project-based voucher assistance (Section II.D. of HUD's January 16, 2001, **Federal Register** notice regarding revisions to the PHA

Project-Based Assistance Program (66 FR 3605 at 3608) and Section III.C. of PIH Notice 2001-4 issued on January 19, 2001). This information concerns discretionary PHA programs and policies that the PHA is required, either by regulation or statute, to address in the Annual Plan and for which no alternative method exists for obtaining prior HUD approval.

For the other policies and programs that § 903.11(c)(1) requires to be addressed in a streamlined Annual Plan (such as deconcentration, demolition

and disposition, housing needs, and financial resources), the PHA would only be required to submit a certification listing the policies the PHA has revised since submission of its last Annual Plan. In addition, a high-performing PHA would be required to provide certain other assurances regarding resident participation in the development of the revised policies.

Every fifth fiscal year, in the same year the PHA submits its Five-Year Plan, a high-performing PHA would be required to submit a more detailed

Annual Plan that more fully addresses the elements required under § 903.11(c)(1). However, high-performing PHAs would not be required to provide information concerning crime and safety (§ 903.7(m)), pet ownership policies (§ 903.7(n)) and fiscal year audit findings (§ 903.7(p)), since the PHA is already required to maintain these supporting documents and make them available to the public. Further, the information concerning housing needs (*see* § 903.7(a)) need only be provided to the extent that this information pertains to the housing needs of families on the PHA's public housing and tenant-based assistance waiting lists. The PHA already provides the other housing needs information that is required under § 903.7(a) through the Consolidated Plan process under 24 CFR part 91.

II. Streamlined Annual Plan Requirements for High-Performing PHAs

The revised streamlined Annual Plan submission requirements for high-performing PHAs are as follows:

A. General

PHAs that are designated to be high-performing PHAs as of the most recent annual or interim PHAS assessment of the PHA before the submission of the Five-Year or Annual Plan may submit a streamlined Annual Plan as described in Section II B. of this notice.

B. Streamlined Annual Plan Requirements for Fiscal Years in Which Five-Year Plan is Also Due

For the fiscal year in which its Five-Year Plan is also due, the streamlined

Annual Plan of a high-performing PHA shall consist of the information required by § 903.7(a), (b), (c), (d), (g), (h), (k), (o), and (r). If the high-performing PHA wishes to use the project-based voucher program, its streamlined Annual Plan must also include a statement of the projected number of project-based units, their general locations, and how project basing would be consistent with its Annual Plan. The information required by § 903.7(a) must be included only to the extent that it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. The information required by § 903.7(k) must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act.

C. Streamlined Annual Plan Requirements for All Other Fiscal Years

For all other fiscal years, the streamlined Annual Plan must include:

1. The information required by § 903.7(g) and (o) and, if applicable, § 903.7 (b)(2) with respect to site-based waiting lists and § 903.7(k)(1)(i) with respect to homeownership programs under section 8(y) of the 1937 Act;
2. If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units, their general locations, and how project basing would be consistent with its Annual Plan; and
3. A certification from the PHA that lists the other policies and programs covered by § 903.7(a), (b), (c), (d), (h), (k), and (r) that the PHA has revised since submission of its last Annual Plan and provides assurance by the PHA that:

a. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;

b. The changes were duly approved by the PHA board of directors (or similar governing body); and

c. The revised policies and programs are available for review and inspection at the principal office of the PHA during normal business hours.

III. Information Collection Requirements

The information collection requirements contained in the PHA plan process have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501–3520) and assigned OMB Control Numbers 2535–0106 and 2535–0107. The changes contained in this notice merely modify the scope and frequency of these currently approved information collection requirements to streamline and reduce the paperwork burden imposed on high-performing PHAs. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Dated: November 1, 2004.

Michael M. Liu,

Assistant Secretary for Public and Indian Housing.

[FR Doc. 04–24783 Filed 11–5–04; 8:45 am]

BILLING CODE 4120–33–P

programs- housing and community development, Mortgage insurance, Reporting and recordkeeping requirements, Solar energy.

■ Accordingly, for the reasons stated in the preamble, the interim rule for part 203 of subpart B of Title 24 of the Code of Federal Regulations, published on November 21, 2003, at 68 FR 65824, as corrected on January 2, 2004, at 69 FR 4, is promulgated as final, without change.

Dated: November 19, 2004.

John C. Weicher,

Assistant Secretary for Housing- Federal Housing Commissioner.

[FR Doc. 04-26113 Filed 11-24-04; 8:45 am]

BILLING CODE 4210-27-P

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

24 CFR Part 960 and 966

[Docket No. FR-4824-F-02]

RIN 2577-AC42

PHA Discretion in Treatment of Over-Income Families

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, HUD.

ACTION: Final rule.

SUMMARY: This final rule gives public housing agencies (PHAs) the discretion, in accordance with federal law and regulations, to establish occupancy policies that include the eviction of public housing tenants who are over the income limit for eligibility to participate in public housing programs. PHAs may decide that such families should be able to find other housing and that public housing units should be made available for eligible low-income families with greater housing need. This final rule takes into consideration the public comments received on the proposed rule. After careful review of the comments, HUD has decided to adopt the proposed rule with minor revision.

DATES: Effective Date: December 27, 2004.

FOR FURTHER INFORMATION CONTACT:

Patricia Arnaudo, Director, Public Housing Occupancy and Management Division, Office of Public and Indian Housing, Department of Housing and Urban Development, Room 4116, 451 Seventh Street, SW., Washington, DC 20410-5000 telephone (202) 708-0744 (this is not a toll-free number). Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

SUPPLEMENTARY INFORMATION:

I. Background

On August 1, 2003 (68 FR 45734), HUD published a notice of proposed rulemaking (NPRM) that proposed to grant PHAs the discretion to evict a family that is over the eligible income limit, with exceptions for families entitled to EID (addressed at 42 U.S.C. 1437a(d)) or with valid contracts of participation under the Family Self Sufficiency (FSS) program (42 U.S.C. 1437u). In submitting this proposed rule for public comment, HUD stated its view that public housing should be available to eligible low-income families and that it is inappropriate to limit the ability of a PHA to move over-income families out of public housing to make room for low-income families on waiting lists.

The current rule on eviction at 24 CFR 960.261 limits the ability of PHAs to evict over-income families unless (1) the PHA has determined that there is other decent, safe, and sanitary housing available to the tenant at a rent not exceeding the then-current tenant rent, or (2) the PHA is required to evict the family by local law.

This final rule does not require PHAs to evict over-income residents, but rather gives PHAs the discretion to do so and thereby make units available for applicants who are income-eligible.

II. This Final Rule

This final rule follows publication of the August 1, 2003, proposed rule. The public comment period for the proposed rule closed on September 30, 2003. Sixteen public comments were received from a variety of individuals and groups during the comment period. Commenters included tenant organizations, housing authority trade associations, public housing tenants, and PHAs. Three of the public comments were in the form of petitions signed by multiple public housing residents from one city, and gathered and submitted by a single organization. After consideration of these comments, HUD has decided to adopt a final rule that, like the proposed rule, provides an exception to eviction for over-income tenants who are receiving the earned income disallowance or have active contracts of participation in a family supportive services program. In addition, this rule makes a conforming technical change to 24 CFR 966.4(l)(2)(ii).

III. Discussion of Public Comments

Comment: The rule properly grants discretion to the PHAs regarding over-income residents. One PHA commenter

agreed with the rule so long as implementation is voluntary and "with no penalty for non-participation." Similarly, another PHA did not oppose the concept of the proposed rule that will grant "public housing agencies" the discretion to evict over income families from public housing, as long as this rule remains a PHA option. "In an effort to increase accountability and ensure that public housing participants are not being evicted prematurely before reaching self-sufficiency," this commenter would prefer PHAs be given discretion to regulate this policy, rather than being subject to a mandatory regulation.

Observing that there may be widely divergent local strategies ranging from targeting only households most in need to retaining some over-income households as role models and to maintain the marketability of public housing, one commenter, also a PHA, agreed with the discretion the rule would grant to PHAs, and states that "local communities deserve federal respect for the diverse implementation strategies they devise to accomplish broadly stated national policy goals." Another commenter stated, "We appreciate and support the Department's recognition of the importance of local-level discretion in setting housing policies" and "LHAs [local housing agencies] must retain true discretion to establish policies that suit their communities." However, this commenter, a housing association, stated that "a more useful formulation of the notice would be one that gives PHAs the discretion to formulate local policies with regard to families who have increased their incomes while residing in public housing." Another PHA stated that "ultimate discretion" on if, how and when it is applied should be left to the individual PHA. Local PHAs should be allowed to set the over-income "target" for triggering the eviction based on local market conditions."

Response: HUD agrees with these commenters in their desire for PHAs to act with discretion. This rule gives PHAs the discretion to make decisions concerning their local housing market needs. HUD will not penalize PHAs for not incorporating this rule into their admission and continued occupancy policies.

Comment: The rule would have a negative effect on deconcentration of poverty and income-mixing goals. Several commenters specifically commented on the rule's effect on income-mixing and deconcentration of poverty. One PHA stated that having a range of incomes is preferable to having

a concentration of low-income families, observing that the presence of higher-income families under the flat-rent system serves as role models and as the core homeownership clientele. Another PHA stated that this rule would conflict with the goals of deconcentrating poverty (24 CFR 903.1), income targeting (24 CFR 960.202), and choice of income-based or flat rent (24 CFR 960.253). This commenter stated that the rule would "negatively impact the ability of PHAs to move toward socioeconomic diversity in public housing" and that due to the conflicts, the rule should not be implemented. A PHA-related trade association commented, "The wisdom of evicting over income families or encouraging them to take advantage of other housing options is contingent on local policy preferences * * * retention [of some over-income families] may also contribute to whatever mixed income character public housing apartments may retain." Another trade association stated that, "Families with increasing incomes can also play a vital role in local strategies to create mixed-income communities and deconcentrate poverty in public housing. The presence of working families in public housing provides role models that contribute to a healthy, stable community. The presence of relatively higher-income families could help PHAs secure private funding for development purposes, helping both residents as well as the broader community." An individual petition signer made a similar point.

Other commenters cited similar concerns. One individual commenter stated:

In 1998, Congress passed the law stating that PHAs could admit higher-income tenants into low-income public housing project, because having a high concentrations of poor people had a negative effect on the neighborhoods. By adding higher-income tenants, Congress hoped to stabilize the neighborhoods.

One of the problems the [HOPE VI] Revitalization grants may be used for, is demolition of drug-infested, severely distressed low-income public housing. HUD's proposal perpetuates the problem by recreating high concentrations of poor people all over again.

This commenter cited the example of the commenter's own development, which lost most of its moderate-income tenants in favor of lower-income tenants. Two commenters opposed to the rule stated that "the proposed rule works against deconcentration objectives." These commenters further stated, "Under the 1998 Quality Housing and Work Responsibility Act [QHWRA], PHA's are required to plan

for deconcentration, in order to promote a comparable mix of incomes in all developments" and "by evicting over-income households, PHAs may be promoting higher concentrations of low income residents in some developments, thereby defeating the purposes of deconcentration."

These commenters further stated that high turnover in a neighborhood can lessen the capacity of a community to address its needs and interests, and when the turnover occurs among higher-income households who demonstrate self-sufficiency and represent positive role models, the community can lose its strongest leaders and be significantly destabilized.

Some individual petition signers also stated that the rule would contradict income-mixing and HOPE VI goals.

Response: HUD believes that this rule does not contradict deconcentration or income-mixing policies, because those policies can be successfully achieved by a PHA while implementing this rule. Specifically, deconcentration can occur within tenant populations that are within 80 percent of area median income (AMI), since PHAs are required to target only 40 percent of extremely low-income families in the public housing program. Public housing is intended for low-income families (at or below 80 percent of AMI). Therefore, the resources of public housing should not be used by those who are not low-income while many who are low-income remain on the waiting list.

Comment: PHA commenters raised issues regarding how much pre-eviction notice to give.

One commenter suggested "a one-to two-year minimum time limit to allow families to prepare for their move into the private market" as not all PHAs have the resources to help residents become independent of public housing assistance. One commenter suggested a 6-month "stabilization or grace period" at the "top rent" level for people "exiting poverty," with a mutually agreed termination of tenancy at the end of the six months. Another commenter suggested a 60-day advance notice to allow families time to enroll in a supportive services program. Another commenter, citing an example of a family that had borrowed heavily during a period of unemployment due to injury, questioned whether a PHA could establish a one-year post-employment grace period to allow families to "get back on their feet and pay off some debt?" One commenter observed that the length of notice is not covered in the rule.

Response: This rule will provide PHAs the discretion to determine the

time frame needed to execute an eviction notice, as long as the PHA's decision complies with HUD's regulations and state and local laws.

Comment: Other issues regarding eviction. In a comment, a PHA stated that eviction might create a blemish on the family's record that could make it difficult for it to find other housing.

This commenter stated that an eviction policy would require the support of local courts, cause the PHA to incur legal expenses, and should be a last resort. The commenter suggested that a better option might be to permit PHAs not to renew the lease, allowing the PHA to notify the over-income family that this would be the last year they would be able to lease from the PHA and provide an interim step before eviction." One trade association commenter stated that it has generally supported initiatives that encourage public housing residents to increase their earned income and decrease their dependence on housing assistance. The commenter disagreed with "the rule's encouragement of punishing assisted housing families who succeed." The commenter believed that the rule expresses a preference for eviction, and would prefer that PHAs make discretionary use of their existing tools to encourage over-income families to seek to move, instead of the punitive measure of eviction. In another comment, a PHA stated that "eviction is a rather serious step that cannot be taken lightly and should only occur when there is clear evidence that affordable rental opportunities are available in the open market to the household against which the action is being taken." An individual petition signer expressed fear of eviction if the rule becomes final. Another petition signer added a comment that the rule would "penalize" and "dissuade people from moving up and out of poverty."

Response: This rule does not require PHAs to evict, but gives PHAs the flexibility to evict or terminate the tenancies of over-income families, where it deems it appropriate, so long as its policy complies with HUD's regulations and state and local law governing tenant and landlord relations. Therefore, a PHA could take into account mitigating factors such as the family's self-sufficiency efforts.

Comment: Five commenters (three PHAs and two trade associations) disagree with, or suggest changes in, the proposed rule's exemptions for families participating in a Family Self-Sufficiency program under 24 part 984 (FSS) and families entitled to the earned-income disallowance. One commenter stated that the exemptions

are invitations to "play the system," and suggested that the rule should require FSS families also to be eligible for the earned-income disallowance "to ensure reversion of funds to PHA's by those who do not meet their commitment." After the 24-month period for the disallowance ends, there should be a mutual termination of tenancy with an option for eviction.

One commenter believed that working families and FSS recipients will be negatively affected if forced to leave after the end of the moratorium on the rent increase, and that the rule will be a disincentive to work if the residents' income results in the possibility of an eviction.

A trade association commenter disagreed as a matter of law that either the FSS program or the earned-income disallowance under 42 U.S.C. 1437a(d) protects over-income families from eviction. The earned-income disallowance speaks only to rent increases, not to continued tenancy, and FSS families have no right to remain in the program once their income exceeds the eligibility limits. This commenter stated that some of its members see the Quality Housing and Work Responsibility Act's favorable treatment of these classes of over-income tenants over other working families in public housing as troubling, and complained that the rule would "aggravate this disparate statutory treatment" by placing certain working families at risk of eviction while protecting others. This commenter would prefer HUD to grant PHAs broad discretion in connection with the retention or eviction of all classes of over-income households, or at least remain silent as to the proposed excluded classes, and leave their treatment up to PHAs as well.

Another trade association commenter similarly stated that the proposed rule's exemptions would exclude "working families who have increasing incomes but have not participated in FSS or met the limited EID qualification criteria." The commenter described this different treatment of working families as a "potential incongruity." This commenter also agreed that the exemptions are not required by statute. This commenter stated that "PHAs should establish exemption categories as part of their local strategies."

An individual housing authority commenter stated that "FSS participants should be exempted from this rule as long as they are enrolled in the program and are actively pursuing the goals included in their contract. Over-income families should also be notified of the availability of the program and given the opportunity to enroll in the FSS

program with reasonable notice before eviction proceedings are commenced."

Response: The purpose of the Earned Income Disallowance in 42 U.S.C. 1437a(d), implemented at 24 CFR 960.255, is to encourage families to increase their annual income through participation in self-sufficiency and job training programs and employment by allowing the PHA to exclude the resulting increase in income for one 12-month period and exclude 50 percent of the increase in the second 12-month period. The total lifetime availability of any individual is limited to 48 months. To evict families properly qualified for and receiving the disallowance would clearly be contrary to the statutory purpose and to the regulation providing for the exclusion of such income. Since the earned income disallowance is available only for a limited time, and since it applies upon the commencement of employment of a qualifying family member, HUD does not believe there would be wide latitude to use the exemption improperly to avoid eviction. Therefore, HUD is including the exception to eviction for families receiving EID in this final rule.

FSS is a contractual agreement between the participant and the PHA. Because FSS involves contractual agreements, it is HUD's policy and rule to exempt participants in FSS programs until their contract of participation has ended. Otherwise, PHAs may continue to apply their admissions and continued occupancy policies except as they are modified by this rule.

Comment: One commenter states that this rule would increase program complexity. This commenter, a trade association, stated that this rule would "make program implementation more complex rather than less complex." PHAs would have to identify FSS families and families entitled to the earned income disregard. Additionally, a PHA's determination of household eligibility for FSS or an earned income disregard "may affect the amount of rent a family pays or the availability of support services to the family. If a PHA elects to implement a local discretionary policy to evict over-income households, these determinations of eligibility may come to affect a household's eligibility for continued occupancy in public housing. * * *"

Response: PHAs are currently required to monitor FSS families and to apply the earned income disallowance in appropriate cases; therefore, this rule will not add additional complexity to the program.

Comment: HUD should support PHAs in enforcing a time limit for over-income families. This commenter agreed that a

family making above 80 percent of the median "should be evicted if that family is not making an effort to obtain housing in the private sector," and that PHAs should receive support from HUD to enforce a time limit not exceeding one year of housing for over-income families.

Response: HUD supports a PHA's discretion, as provided by this rule, to determine the appropriate time limit, if allowed to remain in public housing at all, for families that have reached the 80 percent AMI threshold.

Comment: Two PHA commenters support exemptions for elderly and disabled residents. One commenter, citing a particular case of an elderly resident whose income suddenly rose, asked whether a PHA could allow for an exemption for elderly or disabled persons. Another commenter stated that the only exceptions to eviction should be for elderly and disabled families who remain in public housing for a variety of reasons. "If PHAs" must evict an elderly or disabled family, it should be for failure to comply with state laws and housing laws, not for being over income; otherwise, elderly/disabled families will suffer." Also, "More elderly families may become houseless or choose to rent from the private market. PHAs cannot compete with private market budgets."

Response: This rule will provide PHAs the flexibility to exempt from eviction specific classes of families, including elderly and persons with disabilities, as long as the exemption is implemented fairly, does not violate civil rights laws, and is included in the PHA's admission and continued occupancy policies.

Comment: The type of increased income should be considered. One commenter, in addition to concerns about elderly and disabled residents, asked whether PHAs would be permitted to "incorporate this proposal based on increased employment income only?"

Response: PHAs will have the flexibility to set and enforce over-income policy, including distinguishing employment income, so long as the distinction does not violate any other law.

Comment: Two commenters questioned whether perceived "loopholes" could be closed. One commenter, a PHA, stated that it is interested in implementing such a rule, while asking whether the final rule will include language to assure that PHAs have the authority to proceed with termination despite intentional or after-the-fact reductions in income in order to divert the termination process and, if not, what discretion PHAs would have

to "close this easily-manipulated loophole."

Another commenter stated that to be successful, this program would require that "interim recertifications should be performed and rents adjusted accordingly (when the cumulative increase passes some baseline amount such as \$100 per month to avoid the inefficient expense of [recertifications] for a few dollars)" and that "any six months (cumulative, not necessarily continuous) require the cessation of housing subsidy benefits." HUD needs to "continually close the loopholes" or "creative tenant workarounds" that divert resources from assisting the truly needy.

Response: This rule will allow PHAs to have the flexibility, within the parameters of state and local law, to set interim rent policies and other ways to ensure that the policies operate effectively.

Comment: The rule would result in hardship or homelessness. One commenter stated, "I do not feel a family especially with children should be punished and put out just because their parents are working." The commenter stated that rents in her locality are "out of control," and that families evicted under this rule would likely become homeless.

Two commenters stated that "in localities with low vacancy rates and high rents, the proposed rule, if applied, will result in displacement and severe hardship for evicted families." These comments stated that the rule does not distinguish between localities with tight rental markets, such as New York and San Francisco, and those where vacancies are more plentiful. In tight rental markets, eviction under the rule may result in displacement of families with children, disruption of their social and community networks, access to work and other opportunities, and cause stress and hardship.

A number of individual petition signers also stated that the rule would cause displacement or homelessness among families that cannot afford the private rental market.

Response: Public housing is intended for low-income families. This rule is being implemented so that PHAs may, if it deems appropriate, require families with incomes higher than 80 percent AMI to find housing in the unassisted market so that the PHA may tend to its mission of serving truly low-income families on the waiting list.

Comment: Relationship with PHA plan. A commenter asked whether, should this rule become final, PHAs would have to wait until approval of their next agency plan to incorporate it

into their policies and practices. Two commenters stated that PHAs intending to use the discretion granted by this rule should so state in their annual plan so that the PHA would be open to public comment under the annual public hearing required by QHWRA. These commenters stated that "use of this discretion should not bypass the accountability requirements under the law."

Response: PHAs that implement this rule must state their policy in an attachment to their annual plan required under section 5A of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1), or submit a plan amendment if necessary under local guidelines. A PHA may proceed with eviction actions up to presentation to the court pending the certification of the plan.

Comment: One commenter, a public interest group, submitted petitions signed by public housing residents.

One petition text submitted stated the following:

Mi entendimiento es que esta propuesta/ regla le dara el derecho a la Autoridad de Viviendas Publicas de Boston de desalojar residentes de viviendas publicas que estan sobre el limite de ingreso para hacer eligible para participar en programas de viviendas publicas. BHA puede hacer la decision que familias sobre ingresos pueden encontrar viviendas alternativa y viviendas publicas solamente deben hacer disponible para familias que tengan una gran necesidad para viviendas publicas.

Sinceramente le pido a HUD que mantenga sus restricciones en el desalojamiento de familias que estan sobre el limite de ingreso y la Autoridad de vivienda publica no pueda desalojar esas familias que estan sobre el limite de ingreso o terminar su contrato de arrendamiento.

31 persons signed this petition.

This commenter also submitted a similar petition in English, which reads as follows:

My understanding is that this proposed rule would give the Boston Housing Authority the right to evict public housing tenants who are over the income limit for eligibility to participate in public housing programs. BHA may decide that such families should be able to find other housing and that public housing units should be made available for families with greater housing need.

One hundred fifty-four persons signed this petition. Some of these signers appended substantive individual comments. The issues raised in those comments are noted elsewhere in this preamble.

The same commenter also submitted a petition with a different text, which reads as follows:

I am a resident of Massachusetts where the cost of rental housing is the highest in the

nation, a studio apartment averages \$900 per month and a four bedroom can run \$2400 in my neighborhood (A copy of the Boston Globe classified is attached for your review.) Public housing residents are America's working poor. It takes two, three and even four combined incomes to just live decently. Over income is based on adult children who will some day leave, spouses who may leave, get laid off or even die. Every month we read about another company closing down or leaving the state; employment is not stable here. Left alone we would shortly return to homelessness if evicted for over income during our stable times. I want decent, safe, and sanitary housing. I respectfully ask HUD to maintain its restriction on eviction of families based on income which state that a PHA may not evict or terminate the tenancy of a family solely because the family is over income.

Sixty-three persons signed this petition. Some of these signers appended substantive individual comments. The issues raised in those comments are noted elsewhere in this preamble.

Response: It is HUD's position that PHAs should have the discretion to implement this rule. Local discretionary policies can address variances in rental markets as well as potential displacement of over-income families. As long as a PHA complies with state and local law, it will have the right to determine all housing requirements.

Comment: Fluctuations in earned income need to be taken into account.

The proposed rule should take into account fluctuations in income. An over-income family may be evicted under the rule, then suffer a reversal that makes it impossible to afford decent housing in the open rental market. The result will be to "lock out" these families until their turn comes up again in the waiting list. These commenters, public interest groups, propose that an "over-income family" be defined as one that is over-income for five consecutive years, and has little risk of suffering a significant income reversal in the next five years. Several of the individual petition signers make a similar point, that employment income is not necessarily stable and that the rule could result in eviction followed by a decrease in income.

Response: This rule provides PHAs with the flexibility to deal with the changes in a family's earned income status in terms of eviction.

Comment: Self-sufficiency planning should begin early. One PHA commented that "With the exception of seniors and truly disabled persons, the day someone begins to receive assistance is the day self-sufficiency planning needs to begin." HUD assistance should be temporary.

Response: HUD agrees with the commenter's views. In fact, residents are made aware as they enter public housing of the availability of self-sufficiency programs that will allow them to become self-sufficient and make the transition out of public housing and possibly to homeownership. One of HUD's strategic goals is to increase homeownership opportunities and help residents make the transition out of public housing and possibly on to homeownership. HUD's homeownership programs are intended to assist in this process.

Comment: Asset limitations for seniors should be considered. With regard to senior citizens, a reasonable asset limitation in addition to income should be considered.

Response: PHAs have the discretion to consider asset limitations in their policies, as long as the limitations meet state and local legal requirements.

Comment: Government should increase available resources for low-income housing. A public interest group commented that HUD increase the funding of the public housing capital fund and support a national housing trust fund to finance expanded development of affordable low-income housing. This commenter also stated that HUD should increase the minimum income targeting requirement of PHAs from 40 percent of admissions to 60 percent of admissions for extremely low-income families.

Another public interest group similarly stated that HUD should increase federal commitments to adequate funding of public housing, including enabling high-performing housing authorities in tight rental markets to expand the inventory of public housing, and that HUD should recommend that the provision of prohibiting expansion of public housing stock be repealed. This commenter also agreed with the prior commenter that HUD should increase the admissions of extremely low income families from 40 to 60 percent, and added that HUD should propose an amendment to QHWR to accomplish this.

Response: This rule addresses the public housing program only, not other available low-income housing funding sources, which are outside the scope of this rulemaking.

Comment: Concerns about flat rents and overall high rents. A number of signers of the petition submitted as comments disagree with increases in, or express concerns with, the flat rent. Other petition signers stated generally that rents are too high in relation to their income and other expenses. Others also stated that rents are too high in

relation to the condition of public housing units.

Response: HUD regulations at 24 CFR 960.253(2)(b) set the standard for flat rents. Flat rents are statutorily required and must be set by comparable market rents. Any concern about the level of flat rents should be raised to either the PHA or local HUD office.

Comment: Petition signers suggest giving a homeownership option to over-income public housing residents who cannot afford rent in the private market. One commenter stated that "if someone's income is to high place them in their own home build by the state so they would only need to pay a mortgage [sic]." Another asked why the government does not allow PHAs to build or buy and refurbish old housing for over-income residents, and give them an option to buy after a certain length of time with no down-payment. This would free up an overly saturated market and help alleviate homelessness.

Response: HUD programs are intended for eligible families- those with incomes below 80 percent of AMI. Various homeownership options are available to those above this level.

Comment: Length of time for upper-income families to remain. One petition signer asked: If over-income residents are moved out, will a new standard be established as to how long upper income families replacing them can remain in the development?

Response: This rule provides the PHA flexibility to determine if over-income families should remain in public housing.

IV. Findings and Certifications

Environmental Impact

This rule concerns a statutorily required or discretionary establishment and review of income limits and exclusions with regard to eligibility for or calculation of HUD housing assistance or rental assistance. As such, this rule is categorically excluded from the provisions of the National Environmental Policy Act (42 U.S.C. 4332 *et seq.*), under 24 CFR 50.19(c)(6) of HUD's regulations.

Regulatory Flexibility Act

The Regulatory Flexibility Act (RFA)(5 U.S.C. 601 *et seq.*), generally requires an agency to conduct a regulatory flexibility analysis of any rule subject to notice and comment rulemaking requirements unless the agency certifies that the rule will not have a significant economic impact on a substantial number of small entities.

This rule is concerned only with granting PHAs the discretion to evict

over-income families. It does not mandate that any PHA take such action. Furthermore, the rule preserves the ability that small PHAs have to admit over-income families in cases where there is no demand for a unit by an eligible family, thus preventing such small PHAs from having to support vacant units.

Therefore, the undersigned certifies that this proposed rule will not have a significant economic impact on a substantial number of small entities, and an initial regulatory flexibility analysis is not required.

Unfunded Mandates Reform Act

Title II of the Unfunded Mandates Reform Act of 1995 (2 U.S.C. 1531-1538) (UMRA) establishes requirements for federal agencies to assess the effects of their regulatory actions on state, local, and tribal governments, and on the private sector. This final rule does not impose any federal mandate on any state, local, or tribal government, or on the private sector, within the meaning of UMRA.

Executive Order 13132, Federalism

Executive Order 13132 (entitled "Federalism") prohibits, to the extent practicable and permitted by law, an agency from promulgating a regulation that has federalism implications and either imposes substantial direct compliance costs on state and local governments and is not required by statute, or preempts state law, unless the relevant requirements of section 6 of the Executive Order are met. This rule does not have federalism implications and does not impose substantial direct compliance costs on state and local governments or preempt state law within the meaning of the Executive Order.

Regulatory Planning and Review

The Office of Management and Budget (OMB) reviewed this rule under Executive Order 12866 (entitled "Regulatory Planning and Review"). OMB determined that this rule is a "significant regulatory action," as defined in section 3(f) of the Order (although not economically significant, as provided in section 3(f)(1) of the Order). Any changes made to the rule subsequent to its submission to OMB are identified in the docket file, which is available for public inspection in the Regulations Division, Office of the General Counsel, Room 10276, 451 Seventh Street, SW., Washington, DC 20410-0500.

Catalog of Federal Domestic Assistance

The Catalog of Federal Domestic Assistance number applicable to the program affected by this rule is 14.850.

List of Subjects*24 CFR 960*

Aged, Grant programs- housing and community development. Individuals with disabilities, Pets, Public housing.

24 CFR 966

Grant programs- housing and community development, Public housing.

■ Accordingly, HUD amends 24 CFR parts 960 and 966 to read as follows:

PART 960—ADMISSION TO, AND OCCUPANCY OF, PUBLIC HOUSING

■ 1. The authority citation for part 960 continues to read as follows:

Authority: 42 U.S.C. 1437a, 1437c, 1437d, 1437n, 1437z- 3, and 3535(d).

Subpart C—Rent and Reexamination

■ 2. Revise § 960.261 to read as follows:

§ 960.261 Restriction on eviction of families based on income.

(a) PHAs may evict or terminate the tenancies of families who are over income, subject to paragraph (b) of this section.

(b) Unless it is required to do so by local law, a PHA may not evict or terminate the tenancy of a family solely because the family is over the income limit for public housing, if the family has a valid contract for participation in an FSS program under 24 part 984. A PHA may not evict a family for being over the income limit for public housing if the family currently receives the earned income disallowance provided by 42 U.S.C. 1437a(d) and 24 CFR 960.255.

PART 966—PUBLIC HOUSING LEASE AND GRIEVANCE PROCEDURE

■ 3. The authority citation for part 966 continues to read as follows:

Authority: 42 U.S.C. 1437d and 3535(d).

Subpart A—Dwelling Leases, Procedures and Requirements

■ 4. Amend § 966.4 by redesignating paragraph (1)(2)(ii) as (1)(2)(iii) and adding a new paragraph (1)(2)(ii) to read as follows:

§ 966.4 Lease requirements.

- * * * * *
- (1) * * *
- (2) * * *

(ii) Being over the income limit for the program, as provided in 24 CFR 960.261.

* * * * *

Dated: November 19, 2004.

Michael Liu,

Assistant Secretary for Public and Indian Housing.

[FR Doc. 04- 26114 Filed 11- 24- 04; 8:45 am]

BILLING CODE 4210-27-U

DEPARTMENT OF JUSTICE**Parole Commission****28 CFR Part 2****Paroling, Recommitting, and Supervising Federal Prisoners: Prisoners Serving Sentences Under the United States and District of Columbia Codes**

AGENCY: Parole Commission, Justice.

ACTION: Final rule.

SUMMARY: The U.S. Parole Commission is adding a procedural rule to provide that parole revocation and reparole decisions resulting from a revocation hearing for a District of Columbia Code offender may be administratively appealed. With this change, the Commission is also amending several rules to permit the initial decisions in DC parole revocation cases to be made by one Commissioner. Extending an appeal procedure to revoked DC parolees provides an avenue for these parolees to seek administrative correction of alleged errors in revocation proceedings and to present their views before a second Commissioner. The rule changes further the Commission's goal of greater uniformity in decision-making procedures for all cases within the Commission's jurisdiction.

DATES: *Effective Date:* December 27, 2004.

FOR FURTHER INFORMATION CONTACT:

Office of General Counsel, U.S. Parole Commission, 5550 Friendship Blvd., Chevy Chase, Maryland 20815, telephone (301) 492- 5959. Questions about this publication are welcome, but inquiries concerning individual cases cannot be answered over the telephone.

SUPPLEMENTARY INFORMATION: Since the Parole Commission assumed the revocation functions of the former District of Columbia Board of Parole in August 2000 under the National Capital Revitalization and Self-Government Improvement Act of 1997, Public Law 105- 33, the Commission has required that parole revocation and reparole decisions for District of Columbia

offenders be made by the concurrence of two Commissioners. The Commission adopted this requirement to replicate the voting procedures of the former DC Board, which made its decisions on the basis of a majority of the quorum of Board members (*i.e.*, two out of three).¹ The Board did not provide for an appeal of any of its decisions, and, when the Commission took on DC revocation functions, neither did the Commission. (The Commission is required by statute to afford an appeal procedure to U.S. Code offenders.) In response to recommendations that the Commission allow DC offenders to submit appeals, the Commission has explained that staff resources were not sufficient to justify increasing the agency's workload by allowing appeals for DC offenders, and that the two-vote requirement was an acceptable substitute for an appeal procedure. See 65 FR 45885, 45886 (July 26, 2000).

Last year the Commission began modifying its procedures for post-hearing voting and appeals in DC cases. The Commission promulgated a rule permitting appeals of revocation decisions for DC supervised releasees, and made a corresponding amendment that allowed the initial revocation decision for these releasees to be made by one Commissioner. See 68 FR 41696- 41714 (July 15, 2003). Now the Commission is adopting similar changes for DC offenders who have had parole revocation hearings. DC parolees will now have a formal avenue for seeking administrative correction of alleged errors in revocation proceedings. By extending an appeal procedure to DC parole violators, the Commission will provide for cumulative review of the case by two Commissioners for those offenders who file an appeal. Under the Commission's long-standing practice, an appeal is, whenever possible, reviewed by a Commissioner who did not participate in the decision under review. See 28 CFR 2.26(b)(1). For appeals from revoked DC parolees, the Commission will employ the same policies and practices that the Commission identified in the publication of the rule granting an appeal procedure for revoked DC supervised releasees. See 68 FR 41698.

In adding an appeal procedure for revoked DC parolees, the Commission must also ensure that the initial dispositions in these cases continue to be made in a timely manner. The

¹ The Board's use of a majority-vote procedure was required by former DC Code § 24- 201.2 (renumbered § 24- 401.02), but this law and others regarding the creation, powers, and rulemaking authority of the Board were abolished by section 11231(b) of the Revitalization Act.

CITY OF MILWAUKEE

HOUSING MANAGEMENT Interdepartmental Correspondence

DATE: December 16, 2004

TO: Resident Advisory Board Members

FROM: Mindy Biedrzycki *MB*

SUBJECT: 2005 Meeting Schedule

All meetings are held the fourth Thursday of each month, unless otherwise noted, at the Hillside Family Resource Center from 5:00pm to 7:00pm:

January 27, 2005
February 24, 2005
March 24, 2005
April 28, 2005
May 26, 2005
June 23, 2005
July 28, 2005
August 25, 2005
September 22, 2005
October 27, 2005
November 17, 2005 (third Thursday)
December 15, 2005 (third Thursday)

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, JANUARY 27, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the December 16th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report (handout)
 - Convent Hill Hope VI application
 - Make Your Money Talk program breakdown (amended)
5. New Business:
 - Agency Plan approval letter
 -
6. Other Business
7. Next meeting Thursday, February 24, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes December 16, 2004
- ⇒ Agenda January 27, 2005
- ⇒ Vacant Unit Status Report 12/30/04
- ⇒ HUD 2005 Agency Plan approval letter
- ⇒ WWBIC updated report

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marseils
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **December 16, 2004 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon - Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter - Convent
Hill

Audrey Harris - Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program - Northlawn

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery -Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

Ann Wilson- Hillside Terrace,HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Carla Jones, Patricia Montgomery, Audrey Harris, Dale Peterson, Julia Perkins, Rev. Gaynor-Hunter, Ann Wilson, Lena Mitchell, Malissa Myrick, Felicia Beamon, Sandra Speed, Mindy Biedrzycki and Steve Falek

Members Excused: Rebecca McGill

The meeting was called to order and roll call was taken. Rebecca McGill was excused.

Rosetta Johnson made a motion, seconded by Reverend Hunter, to accept the minutes of the November 18, 2004 meeting.

Mindy reported that staff at Westlawn has made progress on filling their vacancies. There are enough applications to cover the vacant units. The move into the new Highland Gardens continues and should be nearly complete. Stop by and tour the new building when you get a chance.

Mindy reported on a letter from HUD dated November 30, 2004 that indicates the Housing Authority's request to extend their Designated Plan has been received and is under review. This housing plan allows the Housing Authority to designate seven of our highrise developments for elderly/near elderly occupants only.

Mindy referenced a copy of a Federal Register on Annual Plan Deregulation for High-Performing Housing Authority's and explained that this means that, due to HACM's "high-performer" status, we are eligible to submit a stream-lined version of the Agency Plan, which means a little less work for us.

Resident Advisory Board Meeting Minutes

December 16, 2004

Page Two

Mindy explained that the Federal Register document regarding "PHA Discretion in Treatment of Over-Income Families" means that housing authorities could ask a resident to move from their subsidized unit if their income should increase to the point where it exceeded the income limit for their family size, as determined annually for their area. Although this policy would affect only a handful of residents, HACM does not currently exercise its option to do so.

Each RAB member received a copy of the 2004/2005 Snow Plan for their records.

Mindy explained that a Fair Housing Training session would be held on Saturday, January 22, 2005 from 10:00am to noon at the Hillside Family Resource Center and all RAB members and Resident Organization and Resident Council officers would be strongly encouraged to attend. It will be conducted by the Milwaukee Metropolitan Fair Housing Council and will address a number of issues such as RO/RC responsibilities for making reasonable accommodations for disabled persons when they sponsor resident activities and resident use of community space for religious events.

Ann suggested the RAB hold a public housing summit in February or March to address issues coming down from HUD that impact residents. RAB members should gather ideas for topics from the residents in their building and bring them to the January meeting. One such topic is the proposal to remove polling stations from public housing buildings. A handful of topics would then be selected and guest speakers would be identified to speak at the summit regarding a particular topic.

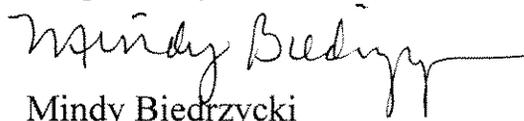
Dale Peterson informed RAB members that Milton Buchanan passed away Monday, December 13th, while working at Riverview. He was well liked by residents in the building. He also announced that he was elected president of the RO at Riverview.

Roy Tillery reported that there has been no change in the account balances since last report. The current balance is \$4,158.38.

The next meeting will be held January 27, 2005 at the HFRC.

The meeting was adjourned at 6:25pm.

Respectfully submitted,



Mindy Biedrzycki

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez



U.S. Department of Housing and Urban Development
Milwaukee Field Office
Suite 1380
Henry S. Reuss Federal Plaza
310 West Wisconsin Avenue
Milwaukee, WI 53203-2289
<http://www.hud.gov/local/mil/>

January 5, 2005

Mr. Antonio M. Perez
Secretary - Executive Director
Housing Authority of the
City of Milwaukee
P.O. Box 324
Milwaukee, WI 53201

Dear Mr. Perez:

This letter is to inform you that the Milwaukee Housing Authority's (HA) Annual Plan (Plan) submission for the PHA Fiscal Year beginning January 1, 2005, is approved. This approval of the Annual Plan does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan, the HA will comply with the rules, standards, and policies established in its approved Plan, as provided in 24 CFR Part 903 and other applicable regulations. Your approved Plan and all required attachments and documents must be made available for review and inspection at the principal office of the HA during normal business hours.

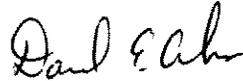
As you know, your plan included a Capital Fund Program Annual Statement for Federal Fiscal Year (FFY) 2005. Information in your plans was based on an estimated amount of FFY 2004 funding. Actual amounts to be made available for FFY 2005 will be determined by formula calculation, which will be conducted by HUD. You will be notified in a separate correspondence of the final formula account and the procedures necessary to finalize the funds obligation process for this/these grants. Until the obligation process for these funds is finalized, they will not be available for drawdown.

Your Capital Funding Plan does not have site improvement items that could trigger an Environmental Assessment (EA). If you should be intending any change to historic buildings, ground disturbance projects, sale of properties or acquisition of new real estate, just to name a

few categories, it is your responsibility to ensure an EA review is performed in compliance with 24 CFR Parts 50 and 58 when appropriate. Please contact Larry Wood at (414) 297-3214 ext. 8226 if you have questions on this process.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Tawnia (Toni) Craig, Revitalization Specialist, at (414) 297-3214, extension 8213.

Sincerely,



F John Finger, Team Coordinator
Wisconsin Public Housing
Program Center



HACM/WWBIC

Make Your Money Talk

Program Breakdown 11/30/04

HACM Class #	Residents at Info. Sessions	Number of residents who opened IDA accounts	Total Savings (Resident and Match) in accounts currently	Asset Withdrawals	Houses Purchased	Number of people who received \$ for Education	Number of people who received \$ for a small business	Number of people actively saving	Beginning - Closing Account Dates	Months Left to Save
1	35	17	\$30,685	\$8,427	1	2	1	13	December 2002 -- June 2005	1
2-3	36	15	\$15,647	\$3,059	1	0	0	11	June 2003 -- Dec. 2005	7 months left
4 (Recent)	36	6	\$7,032	N/A	1	0	0	6	July 2004 -- January 2007	18 months left
5-6 (Still in class)	60	23	\$5,632	N/A	N/A	N/A	N/A	23	November 2004 -- May 2007	22 months left
TOTAL	167	51	\$58,996	\$10,675	3	2	1	53		



Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: November 30, 2004
HACM

Program ID: 69
Site ID: 3

Make Your Money Talk Information Sessions for 2002	<i>35 Participants</i>
Total	35
Graduates from 9-session Economic Literacy Education training to date:	<i>19</i>
Total Individual Development Accounts (IDA) opened since 12/2002:	<i>17</i>
Total amount deposited by IDA Account holders Since 12/2002:	\$21,528.59
Active IDA accounts:	<i>13</i>
Combined savings by IDA account holders:	<i>\$10,375.49</i>
WWBIC IDA match:	<i>\$20,309.78</i>
Total combined savings:	<i>\$30,685.27</i>
Total IDA account holder deposits for 11/2004:	<i>\$1,968.99</i>
Average deposited amount per month:	<i>\$151.46</i>
Total Combined Savings Spent on Asset Purchases since July 2003	\$8,427.03
Microenterprise - Small business savers:	<i>1 – (1 Day Care)</i>
First time home purchase savers:	<i>14 – (1 Homeowner)</i>
Post secondary education savers: savers have made multiple asset withdrawals	<i>2 – (2 have submitted a request for a matched withdrawal for school)</i>

OUR CLIENTS:

Women in the program:	<i>100%</i>
Single parent household:	<i>71%</i>
Two (2) parent households:	<i>18%</i>
Single individuals:	<i>59%</i>
Two (2) or more children:	<i>65%</i>
Work full-time:	<i>76%</i>
Work part-time:	<i>24%</i>
TANF qualified at one time or another:	<i>94%</i>
Food stamps qualified:	<i>35%</i>
Average age group (30-39 yrs):	<i>41%</i>



Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: November 30, 2004
HACM

Program ID: 69
Site ID: 4

Make Your Money Talk Information Sessions for 2003	<i>36 Participants</i>
Total	36
Graduates from 9-session Economic Literacy Education training to date:	<i>17</i>
Total Individual Development Accounts (IDA) opened since 6/2003:	<i>15</i>
Total amount deposited by IDA Account holders Since 6/2003:	\$11,251.47
Active IDA accounts:	<i>11</i>
Combined savings by IDA account holders:	<i>\$5,215.62</i>
WWBIC IDA match:	<i>\$10,431.24</i>
Total combined savings:	<i>\$15,646.86</i>
Total IDA account holder deposits for 11/2004:	<i>\$221.61</i>
Average deposited amount per month:	<i>\$20.15</i>
Total Combined Savings Spent on Asset Purchases since	\$3,059.37
Microenterprise - Small business savers:	<i>1</i>
First time home purchase savers:	<i>13 – (1 home purchase)</i>
Post secondary education savers: savers have made multiple asset withdrawals	<i>1</i>

OUR CLIENTS:

Women in the program:	<i>100%</i>
Single parent household:	<i>92%</i>
Two (2) parent households:	<i>8%</i>
Single individuals:	<i>69%</i>
Two (2) or more children:	<i>54%</i>
Work full-time:	<i>62%</i>
Work part-time:	<i>39%</i>
TANF qualified at one time or another:	<i>92%</i>
Food stamps qualified:	<i>23%</i>
Average age group (30-39 yrs):	<i>46%</i>



Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: November 30, 2004
HACM

Program ID: 69
Site ID: 6

Make Your Money Talk Information Sessions for 2004	<i>36 Participants</i>
Total	36
Graduates from 9-session Economic Literacy Education training	8
Total Individual Development Accounts (IDA) opened since 7/2004:	6
Total amount deposited by IDA Account holders Since 7/2004:	\$2,342.64
Active IDA accounts:	6
Combined savings by IDA account holders:	\$2,343.94
WWBIC IDA match:	\$4,687.88
Total combined savings:	\$7,031.82
Total IDA account holder deposits for 11/2004:	\$305.00
Average deposited amount per month:	\$50.83
Total Combined Savings Spent on Asset Purchases since	0
Microenterprise - Small business savers:	0
First time home purchase savers:	6 (1 home purchase)
Post secondary education savers: savers have made multiple asset withdrawals	0

OUR CLIENTS:

Women in the program:	67%
Single parent household:	83%
Two (2) parent households:	33%
Single individuals:	67%
Two (2) or more children:	67%
Work full-time:	100%
Work part-time:	0%
TANF qualified at one time or another:	67%
Food stamps qualified:	17%
Average age group (30-39 & 40-49 yrs):	34%



Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: November 30, 2004
HACM

Program ID: 69
Site ID: 6A

This total is subtracted from the total of Program 69, Site 6	
Total amount deposited by IDA Account holders Since 6/2004:	\$863.66
Active IDA accounts:	3
Combined savings by IDA account holders:	\$864.25
WWBIC IDA match:	\$1,728.50
Total combined savings:	\$2,592.75
Total IDA account holder deposits for 11/2004:	\$08.00
Average deposited amount per month:	\$36.00
Total Combined Savings Spent on Asset Purchases since	0
Microenterprise - Small business savers:	0
First time home purchase savers:	2
Post secondary education savers: savers have made multiple asset withdrawals	0



Wisconsin Women's Business Initiative Corporation Economic Literacy Education & Individual Development Account Program

Facts to Date: November 30, 2004
HACM

Program ID: 69
Site ID: 8

Make Your Money Talk Information Sessions for 2004	60
Total	60
Graduates from 9-session Economic Literacy Education training	0
Total Individual Development Accounts (IDA) opened since 10/2004:	23
Total amount deposited by IDA Account holders Since 10/2004:	\$1,902.32
Active IDA accounts:	23
Combined savings by IDA account holders:	\$1,902.32
WWBIC IDA match:	\$3,729.64
Total combined savings:	\$5,631.96
Total IDA account holder deposits for 11/2004:	\$1,333.99
Average deposited amount per month:	\$58.00
Total Combined Savings Spent on Asset Purchases since	0
Microenterprise - Small business savers:	
First time home purchase savers:	23
Post secondary education savers: savers have made multiple asset withdrawals	0

OUR CLIENTS:

Women in the program:	96%
Single parent household:	65%
Two (2) parent households:	22%
Single individuals:	65%
Two (2) or more children:	35%
Work full-time:	83%
Work part-time:	17%
TANF qualified at one time or another:	70%
Food stamps qualified:	17%
Average age group (30-49 yrs):	74%

CITY OF MILWAUKEE

HOUSING MANAGEMENT Interdepartmental Correspondence

DATE: February 8, 2005

TO: RAB Members

FROM: Mindy Biedrzycki *MB*

SUBJECT: Meeting to Discuss Summit

Just a reminder that a meeting will be held Friday, February 18th at Noon at the Hillside Family Resource Center to discuss planning a "Summit" that will address upcoming issues affecting residents of public housing. All RAB members are encouraged to attend and be part of this planning process. Remember, this has been proposed to take the place of the annual expo for this year.

See you there!

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, FEBRUARY 24, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the January 27th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report (handout)
 - Designated Housing Plan – HUD approval letter
 - Convent Hill Hope VI Update
 - Summit Planning Update
5. New Business:
 - Releasing Property Upon Death of a Resident-City Attorney Opinion
 - 2004 ROSS Homeownership Supportive Services funding
 - Section 8 Budget Cuts
6. Other Business
7. Next meeting Thursday, March 24, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes January 27, 2005
- ⇒ Agenda February 24, 2005
- ⇒ Vacant Unit Status Report 1/14/05
- ⇒ HUD Designated Plan approval letter
- ⇒ City Attorney opinion letter
- ⇒ ROSS Homeownership funding letter

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **January 27, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon - Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter - Convent
Hill

Audrey Harris - Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program - Northlawn

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery -Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Rebecca McGill, Patricia Montgomery, Audrey Harris, Dale Peterson, Julia Perkins, Rev. Gaynor-Hunter, Ann Wilson, Lena Mitchell, Sandra Speed, Mindy Biedrzycki and Steve Falek

Members Excused: Carla Jones, Malissa Myrick and Felicia Beamon

The meeting was called to order and roll call was taken.

Pat Montgomery made a motion, seconded by Jim Wahl, to accept the minutes of the December 16, 2004 meeting.

Roy Tillery reported that there has been no change in the account balances since last report. The current balance is \$4,158.38.

Steve reported on changes to the latest vacancy report.

Steve reported that staff is preparing to submit the Hope VI application for Convent Hill. The deadline for submission is February 1, 2005.

Steve explained that, per the RAB request, WWBIC provided a breakdown by HACM resident participation of the information that was presented at the December meeting. RAB members requested resident breakdown by development, if possible, and suggested that a representative from WWBIC attend RO/RC meetings to promote their program and invited them to attend the March RAB meeting.

The 2005 Agency Plan has been approved by HUD per the copy of the letter you received in your meeting materials.

Resident Advisory Board Meeting Minutes

January 27, 2005

Page Two

The Fair Housing Training scheduled for January 22nd was cancelled due to inclement weather. When training is rescheduled, staff will make sure that all RAB members receive the notification of the date. All RAB and RO/RC members are being asked to attend this training. Transportation will be provided.

HACM received its first allocation of the 2005 operating subsidy - \$2.9 million – which was only 89% of what we were eligible to receive. By the end of the year, this could result in an \$800,000 shortfall. Staff is trying to determine if the resident participation funding was included so that they can proceed with processing the stipends. Steve also reported that there are plans by the federal government to reduce block grant funds by 50%.

Last Friday HACM received its allocation for the voucher program of \$29 million – again a shortfall of the \$30 million that was expected. Staff will be closely scrutinizing all program costs to determine ways to deal with the shortfall.

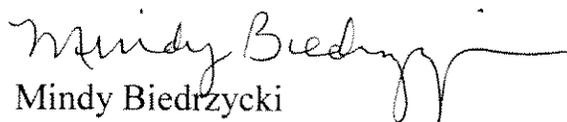
Steve reported that the NAHRO Legislative Conference will be held in March in Washington DC and will be attended by Tony Perez, Steve Falek and Lonnie Spears. RAB members asked about sending resident representation. Steve will provide a copy of the issues that are on the agenda for discussion.

RAB revisited the suggestion made at the last meeting to hold a summit to highlight a handful of issues on the horizon that will impact residents and bring in guest speakers/experts to discuss. It was decided that they would proceed with planning a summit to take the place of the family expo this year. A planning meeting is scheduled for Friday, February 18, 2005 at noon at the Resource Center. All RAB members are welcome and encouraged to attend. Some of the issues that should be discussed at the summit include the possible repeal of the Brooke Amendment (rent =30% adjusted income).

The next meeting will be held February 24, 2005 at the HFRC.

The meeting was adjourned at 5:50pm.

Respectfully submitted,


Mindy Biedrzycki

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
VACANT UNIT STATUS REPORT AS OF 1/14/05**

Extra Apps / Comments	UNITS	DEVELOPMENT	1 BEDROOM		2 BEDROOM		3 BEDROOM		4 BEDROOM		5 BEDROOM		6 BEDROOM		SUBTOTALS ELDERLY FAMILY ST. PARK VETS TOTALS
			VAC	RDY HOLD APPS											
10X	230E 640	Arlington Court	3	0	2	1									3
	220E 641	Becher Court	21	6	2	3									21
	120M 642	Cherry Court	87	0	87	0									87
	251E 643	College Court	17	4	5	0									17
	120E 644	Convent Hill	15	2	11	2									15
	40F 620	Highland Park							0	0	0	0	0	0	0
	46M 620	Highland Gardens	0	0	0	0	0	0	0	0	0	0	0	0	0
	120M 645	Hobon Terrace	6	3	1	5									6
1BR=4X 1BR=1X 2BR=15X 4BR=2X	49M 681	Hillside Terrace	9	3	0	8	0	0	0	0	0	0	0	0	9
	421F		0	0	0	0	8	5	0	8	14	8	0	12	27
1BR=14X	198E 682	Lapham Park	2	0	1	1	0	0	0	0	0	0	0	0	2
	51F 682	Carver Park							1	1	0	1	0	0	1
4X	110M 646	Lincoln Court	7	2	1	6									7
	230M 647	Locust Court	10	8	0	7									10
	120E 648	Merrill Park	7	3	1	1									7
	100E 649	Mitchell Court	7	6	1	2									7
6X	180M 650	Riverview	4	1	0	4									4
1BR=2X 3BR=3X	380F 671	Parklawn	1	1	0	1	13	2	0	10	3	1	0	3	17
4BR=1X 1BR=2X 2BR=13X 3BR=13X 4BR=4X	469F 690	Scattered Sites					1	0	0	0	28	4	24	0	14
	726F 672	Westlawn	8	3	0	8	20	7	2	18	9	2	1	8	3
3BR=1X	12F 687	Southlawn Park	0	0	0	0	1	1	0	0	0	0	0	2	2
	391V 632	Berryland	0	0	0	0	18	8	0	11	8	2	0	2	26
2BR=1X	247V 630	Northlawn	2	0	0	2	8	1	1	7	9	1	0	2	19
	330V 631	Southlawn	3	3	0	3	17	2	5	6	9	3	1	2	29
	5161	SUBTOTALS:													29
		ELDERLY	195	38	112	40	0	0	0	0					196
		FAMILY	9	4	0	9	42	14	2	36	54	15	25	23	134
		ST. PARK	0	0	0	0	1	1	0	0	0	0	0	2	7
		VETS	5	3	0	5	43	11	6	24	26	8	1	6	70
		152 ADJUSTED VACANTS													152
		238 ADJUSTED VACANTS													238
		TOTAL VACANTS	196												196
		PREVIOUS REPORT	155												155
		UNITS													
		2094 ELDERLY	195												195
		2097 FAMILY	134												134
		4187 TOTAL L.I.	330												330
		12 ST. PARK	3												3
		988 VETERAN	74												74
		5161 TOTAL	407												407
		TOTAL MINUS HOLDS													
		HOLD													
		VAC	112												112
		%	84												401%
			48												85
			170												408%
			1												833%
			7												87
			169												236
															461%

Convert Hillside units (1st & 2nd floor) construction, 1 fire, 1 mold
 Cherry Court - MOD
 Southlawn - 1 storage, 5 floors
 College Court - 1 unit RO office, 4 floors
 St. Park - floors
 Hobon - floors
 Lapham Park - floors
 Westlawn - 1 food pantry, 1 RO office, 1 steam damage
 Scattered Sites - 6 homeownership, 37 demo, 2 fire
 Merrill Park - 1 RO office, 1 floors
 Mitchell Court - resident computer lab
 Lincoln Court - resident computer lab



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

FEB 3 - 2005

Mr. Antonio M. Perez
Executive Director
Milwaukee Housing Authority
P.O. Box 324
Milwaukee, WI 53201-0324

Dear Mr. Perez:

This is in reference to the Milwaukee Housing Authority's (MHA) request for a third two-year extension of the Designated Housing Plan (Plan), which was originally approved on September 30, 1994 and extended on February 24, 2000 and February 24, 2002. The Special Applications Center (SAC) received the Plan extension on November 29, 2004. The original Plan designated 1,241 units listed below for elderly-only families, leaving seven buildings as mixed-population projects. The mixed population developments are: Cherry Court, Highland Gardens, Hillside Terrace, Holton Terrace, Lincoln Court, Locust Court, and Riverview.

Development Name	Development Number	Total Unit Proposed for Designation		
		1-BR	2-BR	Total
Covent Hill	WI002003	120	0	120
Lapham Park	WI002005	172	28	200
Merrill Park	WI002009	120	0	120
College Court	WI002012	251	0	251
Arlington Court	WI002013	230	0	230
Mitchell Court	WI002017	100	0	100
Becher Court	WI002018	100	0	100
Becher Court	WI002029	120	0	120
Total		1,213	28	1,241

The extension request was reviewed in accordance with the requirements of Section 10 of the Housing Opportunities Program Extension Act of 1996 (Extension Act). We reviewed information provided to us by the Wisconsin State Office of Public Housing and the Wisconsin Office of Fair Housing and Equal Opportunity.

Based on the information available, I am approving the Plan extension. The extended Plan will be in effect for 2 years from February 24, 2004. Upon the expiration of the 2-year period, the MHA may apply to extend the designation for an additional 2-year period.

TP
BM
SF-0085
May 2005
file

If you have any questions regarding this matter, please feel free to contact John Finger, Program Center Coordinator, Office of Public Housing, Wisconsin State Office, at (414) 297-3214, extension 8200.

We wish you continued success in implementing your Designated Housing Plan.

Sincerely,



William O. Russell, III
Deputy Assistant Secretary
Office of Public Housing and Voucher Program

CITY OF MILWAUKEE



GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
PATRICK B. McDONNELL
LINDA ULISS BURKE
Deputy City Attorneys

OFFICE OF CITY ATTORNEY
800 CITY HALL
200 EAST WELLS STREET
MILWAUKEE, WISCONSIN 53202-3551
TELEPHONE (414) 286-2601
TDD (414) 286-2025
FAX (414) 286-8550

Copy to:
✓ Steve Falak
and
Bw. Johnson

ELLEN H. TANGEN
MELANIE R. SWANK
JAY A. UNORA
DONALD L. SCHRIEFER
EDWARD M. EHRLICH
LEONARD A. TOKUS
VINCENT J. BOBOT
MIRIAM R. HORWITZ
MARYNELL REGAN
G. O'SULLIVAN-CROWLEY
DAWN M. BOLAND
KATHRYN M. ZALEWSKI
Assistant City Attorneys

January 28, 2005

Mr. Antonio M. Perez
Executive Director
Housing Authority of the City of Milwaukee
809 N. Broadway, 3rd Floor
Milwaukee, WI 53202

RE: Releasing Property Upon Death of Resident

Dear Mr. Perez:

Periodically, this office has been asked to provide guidance regarding the legal rights of the relatives of Milwaukee Housing Authority (HACM) residents to access or claim the resident's property in the event of the resident's death, or when a legal abandonment of their rental unit occurs. Similar questions asked by a previous HACM Executive Director elicited Opinions of the City Attorney dated January 6, 1977, and February 20, 1978. Copies of these earlier opinions are enclosed here for your convenience. The central concern in all these requests is that HACM development managers are too often confronted with personal property ownership issues when residents pass away unexpectedly. Immediate concerns about funeral arrangements and burial are complicated by a lack of living relatives or the absence of express directions left by the deceased detailing their wishes. A sizeable percentage of elderly public housing residents die without a will or a surviving spouse.

These issues recur over time because, unlike much of the landlord/tenant relationship in public housing, the U.S. Department of Housing and Urban Development has elected not to issue regulations in this area, perhaps preferring not to intrude into the realm of probate matters, an area of the law historically a state's concern rather than the federal government's. *Zschernig v. Miller*, 389 U.S. 429, 440, 88 s. Ct., 664, 670-671, 19 L.Ed.2d 683 (1968). Consequently, in the case of abandoned property, the relevant statutory authority remains Wis. Stat. s. 704.05(5) today, as it was in 1977¹. The statute

¹ This statute was amended in 1994, pursuant to 1993 Wis. Act 374. However, the changes only removed the previous \$100 value threshold and amended the timelines for tenant repossession.

provides that the landlord is authorized to enter and remove to storage any remaining personal property, with written notice to the tenant within 10 days "after the charges begin." The landlord may sell the property if the tenant fails to repossess it within 30 days after the notice is served. The landlord also acquires a lien-holder's right to retain the costs of removal, storage, and sale from the proceeds of the sale.

As we wrote in 1977, there is no comparable statutory provision detailing the rights and obligations of a landlord in cases where property is left by a tenant who dies. We can offer you no greater assurance now than we could then, that turning over a decedent's property to the first person who represents themselves as legally entitled to it won't violate a rule of intestate succession or the sensitivities of the next person who appears making similar representations. Removing the property to a storage facility and contacting this office to identify which relative among several sits atop the hierarchy of a decedent's surviving heirs is still the most prudent course.

However, in the second Opinion of the City Attorney we enclose, 78 OCA 211, we discussed the pros and cons of having each resident name a "sponsor" who would "be legally responsible for...disposal of personal property in case of lease termination." While the concern at the time focused on accomplishing service of process and collecting delinquent rent, the concept of sponsorship may be appropriate for accessing and disposing of personal property upon the death of a tenant. Though we concluded that such a sponsorship could not be required of public housing residents, we recommended that you ask your elderly residents to designate a responsible person to entrust with attending to the resident's property when the resident is no longer able.

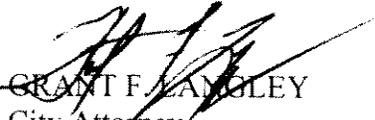
We are aware that HACM currently asks its tenants to designate an "emergency contact" on a form maintained in each tenant file. To help address the matters discussed here, we have drafted a similar form, entitling it: 'Disposition of Personal Property,' on which residents can designate a person or organization to assist management in the disposition or removal of a deceased resident's personal property. We have included it here and recommend it for your consideration.

We hope that use of the Disposition of Personal Property form will resolve the majority of the problems and issues your managers face with respect to deceased tenant's personal

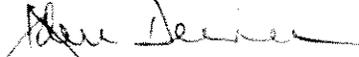
Antonio M. Perez
Releasing Property Upon Death of Resident
Page 3

property. As previously noted, this office stands ready to assist you with any additional questions you may have.

Very truly yours,



GRANT F. LANGLEY
City Attorney



JOHN V. HEINEN
Assistant City Attorney

JJW/nw

Encl.
c: Armando Gutierrez
1031-2002-2831 : 89645

DISPOSITION OF PERSONAL PROPERTY

In the event of my death or abandonment of the premises, I request that HACM Management notify the following person or organization to remove all of my clothing, furniture and other personal property from the premises. I also request that the following person or organization be refunded any moneys due me as a result of the rental unit being vacated by the named designee. If no designee is listed or should the named designee fail to remove my belongings from the premises within a reasonable time, as determined by Management, then Management is authorized to remove and dispose of my belongings as provided by statute. This form is not intended to conflict with or supersede Wis. Stats. Chapters 852 and 853. By designating a person or organization below, I am acknowledging that I have made no will or power of attorney with any inconsistent provision.

1. Name _____
Address _____
Telephone _____ Relationship _____

Designee's Signature _____ Date _____

_____ RESIDENT	_____ DATE
_____ MANAGER	_____ DATE

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For more information or assistance, please contact Mary Falek, 504 Coordinator for the Housing Authority at (414) 286-5678 (voice) or (414) 286-3504 (TDD). Ms. Falek may also be reached by writing to her in c/o of Housing Authority, P. O. Box 324, Milwaukee, WI 53201 or you may e-mail her at mfalek@hacm.org.



Equal Housing Opportunity

CITY OF MILWAUKEE



JAMES B. BRENNAN
City Attorney

DAVID A. FELGER
Deputy City Attorney

OFFICE OF CITY ATTORNEY

800 CITY HALL
MILWAUKEE, WISCONSIN 53202
278-2601

January 6, 1977

RICHARD F. MARUSZEWSKI
PETER M. STUPAR
WALTER J. SCHUTZ
MAURICE L. MARKEY
WILLIAM J. LUKACEVICH
GERALD V. KORTSCH
NICHOLAS M. SIGEL
THEOPHILUS C. CROCKETT
THOMAS E. HAYES
JOSEPH H. MCGINN
DAVID R. MOGILKA
JOHN F. KITZKE
HERBERT F. SONNENBERG
MICHAEL J. McCABE
ORVILLE E. PITTS
JOSEPH N. MISANY
CHARLES R. THEIS
GRANT F. LANGLEY
EDWARD J. SADEK
PATRICK B. McDONNELL
MARY ELLEN SAWALL
JAMES E. FITZGERALD
THOMAS R. COOPER
BEVERLY A. TEMPLE
RUDOLPH M. KONRAD
LAWRENCE O. ANDERSON
REYNOLD S. RITTER
Assistant City Attorneys

Mr. William Ryan Drew
Executive Director and Secretary
Housing Authority of the City of Milwaukee
734 North Ninth Street
Milwaukee, Wisconsin

Dear Mr. Drew:

This opinion is in response to your letter of November 22, 1976 in which you asked what are the Housing Authority's rights and obligations in reference to the removal and disposal of personal property left in housing units by tenants who have abandoned the units or who have died while living in the units.

The rights and obligations of a landlord regarding the removal and storage of property left by tenants who have abandoned the premises are defined in Sec. 704.05(5), Wis. Stats. That section provides two procedures: one to be used when the apparent total value of the property is less than \$100 and another to be used when the apparent value of the property is \$100 or more.

When the apparent total value of the property is less than \$100 the landlord may, without giving notice to the tenant, remove the property from the dwelling unit and store the property either on or off the premises. Once the landlord has removed and stored the property, he acquires a lien on the property for the actual cost of removal and storage or the reasonable value of the storage. To dispose of the property the landlord is required to give the tenant notice either personally or by ordinary mail addressed to the tenant at his last known address. The notice is to state the landlord's intent to dispose of the property by sale or other appropriate means if the property is not repossessed by the tenant within five days of personal service or within eight days of the date of mailing. If the

Mr. William Ryan Drew

-2-

January 6, 1977

tenant does not repossess the property within the specified time the landlord may then dispose of the property by a private or public sale or any other appropriate means. If the property is sold by the landlord he may deduct from the proceeds of the sale any costs of the sale and any storage charges. He is then required to send the balance of the proceeds to the tenant by registered mail addressed to his last known address. If the proceeds are returned to the landlord and are not claimed within six months after the date on which the tenant vacated the premises, the proceeds belong to the landlord.

If the abandoned property has an apparent total value of \$100 or more, the landlord may remove the property from the dwelling unit and place it in storage without notice to the tenant. In this case also the landlord acquires a lien on the property for the actual cost of removal and storage or the reasonable value of such storage. However, unlike the cases where the property is valued under \$100, the lien can be foreclosed only by sale of the property in conformity with Sec. 409.504, Wis. Stats., which governs a secured party's right to dispose of collateral after default. Provisions of Sec. 409.504 are too complicated to explain in a short opinion letter and for the Housing Authority to comply with the requirements of Sec. 409.504 would require the advice and assistance of the City Attorney's office. Consequently, in the event the Housing Authority desires to sell abandoned property with an apparent value of \$100 or more it should consult the City Attorney's office for advice on how to sell the property in compliance with Sec. 409.504.

There is no provision comparable to Sec. 704.05(5), Wis. Stats., governing the rights and obligations of a landlord in cases where property is left by a tenant who dies. The ownership of the property left by a decedent is governed by the Wisconsin Probate Act. That Act tells who inherits property when an individual dies without a will and provides that if the person dies with a will the property is to be turned over to the personal administrator. If a tenant dies and no relative petitions for a letter of administration there is no one person to whom the Housing Authority can safely turn over the property. When the property is of little value and there has been no personal administrator appointed the only recourse the housing manager has is to use his own judgment as to whom to turn over the

Mr. William Ryan Drew

-3-

January 6, 1977

property. If he is familiar with the relatives of the deceased and they request the property he should turn it over to them. If, however, it is apparent that the property is of some value, the housing manager should contact the City Attorney's office for guidance in deciding to whom to turn over the property. Because of the complexity of the laws covering wills and intestacy no more detailed answer can be given. It should be noted, however, that in cases where a tenant dies leaving property the landlord may remove such property from the apartment and place it in storage until such time that it is claimed by a proper party.

Very truly yours,



JAMES B. BRENNAN
City Attorney



RUDOLPH M. KONRAD
Assistant City Attorney

RMK:t

CITY OF MILWAUKEE

JAMES B. BRENNAN
City Attorney

DAVID A. FELGER
ORVILLE E. PITTS
Deputy City Attorneys



OFFICE OF CITY ATTORNEY

800 CITY HALL
MILWAUKEE, WISCONSIN 53202
278-2601

RICHARD F. MARUSZEWSKI
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JAMES E. FITZGERALD
THOMAS R. COOPER
BEVERLY A. TEMPLE
RUDOLPH M. KONRAD
REYNOLD S. RITTER
SANDRA S. RUFFALO
Assistant City Attorneys

February 20, 1978

Mr. William Ryan Drew
Commissioner
Department of City Development
734 North 9th Street
Milwaukee, Wisconsin 53233

Dear Mr. Drew:

Re: Legal Questions Concerning Housing
Project for the Elderly

This is written in response to your letter dated November 23, 1977, in which you ask two questions concerning the housing for the elderly. The first of these questions is as follows:

"1. May the Housing Authority change apartment and mail box locks in case of death and not allow entry into the individual unit until an administrator appears?"

This matter has been discussed in an opinion from this office dated January 6, 1977, signed by Rudolph M. Konrad. For your convenience, I have attached a copy of that opinion hereto. It is quite clear that the Housing Authority could change the locks on the subject apartments until such time as a proper legal representative appeared. I believe that the real problems with such a position would be administrative, and I direct your attention to Mr. Konrad's comments in his opinion of January 6, 1977. In particular, he points out that there is no easy answer to the question of the method for disposal of personal property of a tenant when the tenant dies. He points out further in that opinion that it is imperative that the housing manager use his own judgment concerning this matter. The Housing Authority could store these personal possessions in a secure area until such time as a personal representative comes forward and it is not necessary that the apartment itself be locked so as to prevent its

Mr. William Ryan Drew

-2-

2/20/78

rental to another tenant.

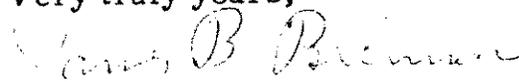
The second question which you ask is follows:

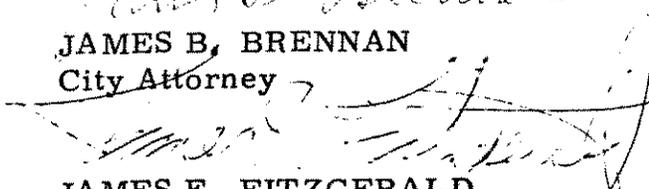
"2. May the Housing Authority insist on a sponsorship type program at initial apartment leasing, annually revised and updated, where a family or personal friend can legally be responsible for the handling of vacate notices payment of rental balances and disposal of personal property in case of lease termination."

Although it may, from an administrative standpoint, be desirable to have a sponsor with legal authority appointed for every tenant in an elderly housing project, it appears to be impossible to require that. In order for a sponsor to be legally responsible for the handling of vacate notices, payment of rental balances and disposal of personal property in case of lease termination, it would be necessary for that sponsor to have a power of attorney signed by the tenant. It would appear to be too great an infringement upon the rights of the elderly to require them to sign such a power of attorney prior to becoming an occupant of a public housing project. It would appear that the best that you can do in this regard is to request the elderly person to provide the authority with the name of a responsible party who is entrusted with caring for the elderly's problems if it becomes impossible for that party to do so.

If you have any further questions concerning these matters, please feel free to contact the undersigned.

Very truly yours,


JAMES B. BRENNAN
City Attorney


JAMES E. FITZGERALD
Assistant City Attorney

JEF:i
Enc.

CITY OF

WAUKEE

Housing Management Division
Interdepartmental Correspondence

September 5, 2002

MEMO TO: Grant Langley
Office of the City Attorney

FROM: Tony Perez, Executive Director *A.M.P.*
Housing Authority of the City of Milwaukee

SUBJECT: Request for Legal Opinion

CITY OF MILWAUKEE
RECEIVED
CITY ATTORNEY
02 SEP 11 PM 2:06

We are requesting an opinion from your office regarding the legal requirements for giving access to a dwelling unit and/or releasing property to the family upon the death of a Housing Authority resident. Our property managers are often confronted with requests for access to the property to assist the family with making funeral arrangements or to retrieve records or other personal property.

We posed this question to Assistant City Attorney Heinen, who indicated that a review of probate law would be required necessitating this formal request for opinion. Your prompt attention and response to this request will be appreciated. Please contact Ms. Beverly Johnson at 286-5825 if you require additional information.

c: Beverly Johnson
Housing Management

L	CDSB	PF	OEGS
<i>DPH</i>	9-11-02		
TO:	<i>Heinen</i>		
<i>DPH</i>	9/12/02		
(IF LESS THAN 15)		<i>0</i>	A
15	<i>30</i>	90	N/A

JOK

HA: SBF:ab (Memo Folder) Request for Legal Opinion 9-5-02

1031-2002-2831



OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-5000

TPM
RM - 2 1/2
SF - copy
switch
copy
summary
Jim E. 2/10/05
Karl L. 2/10/05
copy

February 10, 2005

Mr. Antonio M. Perez
Housing Authority of the City of Milwaukee
809 North Broadway
Milwaukee, WI 53202

Dear Mr. Perez:

The Department of Housing and Urban Development is pleased to inform you that the Housing Authority of the City of Milwaukee has been selected to receive funding for the FY 2004 ROSS Homeownership Supportive Services program to deliver homeownership training, counseling and supportive services for residents of Public and Indian housing who are participating or have participated in self-sufficiency programs. The total amount of funding reserved is \$350,000. Your local HUD field office will be contacting you regarding execution of the obligation documents, which include the Grant Agreement and Form HUD-1044.

By accepting this award you assume certain administrative and financial responsibilities, including timely submission of all financial and programmatic reports, resolution of all interim ROSS audit findings, and consent to on-site reviews. You must comply with the requirements set forth in Section III(c)(2)(d), page 26943 of the FY 2004 Super Notice of Funding Availability (SuperNOFA) dated May 14, 2004, and submit to your local HUD Field Office a copy of your code of conduct and describe the methods you will use to ensure that all officers, employees, and agents of your organization are aware of your code of conduct.

Should you have questions concerning this award letter, please contact Ms. Pamela C. Allen at 202-358-0221, extension 7650. Thank you for your interest in HUD and its programs.

Sincerely,

Iredia B. Hutchinson
Director
Grants Management Center

Housing

THE INDEPENDENT WEEKLY

WASHINGTON, JANUARY 28, 2005

HACM Routing:
 Tony Perez _____
 Bobbi Marsells _____
 Steve Falek _____
 Mindy Biedzycki _____
 Lidia Saypanya _____
 Dolly Burnham _____



- Return to Dolly/Lidia for filing
- Toss after routing

No. 05-04

ASSISTED HOUSING:

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ASSISTED HOUSING

PHAs Slammed With Added Sec. 8 Cuts

With nearly 500 requests for additional Sec. 8 housing voucher money in hand, HUD realizes it doesn't have enough FY 2005 money to satisfy demands.

As a result, all the approximately 2,500 public-housing agencies administering the program will be hit with an additional 4% funding cut, meaning the almost 80% of PHAs which had sufficient money will face cuts as well.

Public-housing advocates call the move devastating, but see no way out because Bush administration priorities are focused elsewhere and Congress mandated a set amount with no leeway allowed.

When HUD notified PHAs late last year how much they would receive and asked them to determine how much additional money they would need to pay for all existing vouchers, nearly 20% told the agency they needed more money.

Blame for the funding morass is laid at Congress' doorstep, but the design, *HAL* is told, was originated by HUD.

HUD's FY 2005 spending allowance puts PHAs on a calendar year for funding, abandoning the traditional Oct. 1-Sept. 30 federal spending year.

It is the first year tenant-based and project-based voucher funds are separate.

And Congress, at HUD's behest, scrapped individual voucher funding. In its place, PHAs receive a bulk

allocation and must budget priorities within that framework.

Congress put two more hurdles in place as well. PHAs will no longer have a special, or central, fund to access additional money when needed. In FY 2004, they had a \$137 million fund as a reserve.

Separate moderate rehabilitation renewal funding for single-room occupancy units, benefiting the homeless under the project-based voucher program, is no more. The program, funded at \$154 million in FY 2004, is rolled into the project-based voucher program with no additional funding.

The Sec. 8 project-based rental assistance program is funded at \$5.3 billion, compared with \$4.8 billion in FY 2004.

Therefore, taking inflation into account, actual Sec. 8 tenant-voucher renewal funding will increase from \$12.820 billion to \$13.355 billion.

When HUD's finance experts tallied adjustment requests, they found a \$568 million shortage or a 4% proration.

Congress barred HUD from exceeding appropriated amounts. So, allowing for adjustments at the top end of the scale (\$13.923 billion)—that is, raising the allowance for those PHAs which appealed—HUD then applied the proration across the board, cutting allocations for all PHAs.

The cuts are in addition to the 0.084% across-the-board cut—\$108 million for tenant vouchers—applied when the FY 2005 omnibus spending bill, including HUD appropriations, was signed into law.

Because most PHAs already were being funded at 96% of their actual needs, the new cut will reduce allocations to 92% or less, advocates tell *HAL*.

Sec. 8 administrative fees are cut as well, from \$1.182 billion to \$1.175 billion.

Info: www.hud.gov

PUBLIC HOUSING

Eviction Rule Too Strict?

Human Rights Watch says criminals shouldn't be shut out of public housing.

A report compiled by HRW—*No Second Chance: People with Criminal Records Denied Access to Public Housing*—recommends relaxation of federal public-housing policy to allow some criminals a chance for residency.

It is the first examination of HUD's "one strike" policy, which allows public-housing agencies to evict tenants for a first criminal offense on public property, even though the offense may have been perpetrated by a relative or guest.

Many criminals are excluded for minor and long-ago offenses having no bearing on public safety, which is the goal of strict admission policies, the report says.

Under federal regulations upheld by the U.S. Supreme Court in 2002, a PHA tenant can be summarily evicted when a relative or guest commits a crime, particularly a drug-related crime, on or off the housing property, even though the tenant is not aware of the crime.

Declaring everyone has a universal human right to housing, HRW says such policies of exclusion yield more misery and desperation than public safety.

The report details what HRW says are many of the unreasonable and needlessly punitive aspects of federal and local housing policy.

Info: www.hrw.org/english/docs/2004/11/18/usdom9691.htm

PHA To Lose More Sec. 8 Money

Maryland: HUD wants the Housing Authority of Baltimore to return an additional \$25 million of \$38 million it has failed to spend on Sec. 8 housing vouchers since 2003.

The money is in addition to \$42 million in unused subsidies the HAB returned in FY 2002 despite a Sec. 8 waiting list of 15,000 people.

HUD's inspector general says HAB has corrected major problems discovered in a 2001 audit, but took so long to do it, the agency aggravated other program shortcomings, says the IG.

The audit made 11 recommendations for correcting

HAB's Sec. 8 system, of which five were considered priorities. One of the key recommendations—installing a program information management system—enabled the agency to make progress in other areas, says a new report (2005-CH-1002).

The management system allowed the city to maintain an up-to-date Sec. 8 register, increase supervision for enhanced quality control and provide oversight of rent-aid rosters, employee-training records and staff assignments.

"We no longer believe administrative sanctions need to be imposed on the authority," the IG says.

But because the information management system wasn't operational until early 2003, the housing agency hasn't fully developed required financial-system controls and better bookkeeping, the IG adds.

The delay held up implementing procedures for budgeting Sec. 8 resources, too. For instance, the authority used only about 80% of its annual Sec. 8 funding during fiscal years 2001-2003. HUD expects a public housing authority to use at least 95% of its available annual funding under a congressional mandate.

Get the audit online, www.hud.gov/oig/ig531004.pdf.

Info: IG, 202/708-0430

HA Eyes Monthly Rent Hike

Maryland: The Annapolis Housing Authority is studying efficiency measures to meet an expected cut in HUD funding, including establishing a \$50 minimum-rent payment.

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REVISED

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, FEBRUARY 24, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the January 27th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report (handout)
 - Designated Housing Plan – HUD approval letter
 - Convent Hill Hope VI Update
 - Summit Planning Update
5. New Business:
 - Releasing Property Upon Death of a Resident-City Attorney Opinion
 - 2004 ROSS Homeownership Supportive Services funding
 - Section 8 Budget Cuts
6. Other Business
7. Next meeting Thursday, March 24, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes January 27, 2005
- ⇒ Agenda February 24, 2005
- ⇒ Vacant Unit Status Report 1/14/05
- ⇒ HUD Designated Plan approval letter
- ⇒ City Attorney opinion letter
- ⇒ ROSS Homeownership funding letter

Handouts at meeting:

- ⇒ Summit Planning Meeting Minutes 2-18-05
- ⇒ Cambridge Housing Authority Newsletter articles (3)
- ⇒ NAHRO Legislative Conference registration form
- ⇒ Drop Box Notice

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **February 18, 2005 Summit Planning Mtg**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon - Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter - Convent
Hill

Audrey Harris - Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program - Northlawn

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery -Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Roy Tillery, Patricia Montgomery, Audrey Harris, Dale Peterson, Julia Perkins, Rev. Gaynor-Hunter, Ann Wilson, Lena Mitchell, Carla Jones, Sandra Speed, Mindy Biedrzycki and Steve Falek

Members agreed to hold the Summit on Saturday, May 14, 2005 at the Hillside Family Resource Center from 10:00am to 2:00pm.

Reverend Hunter and Lena Mitchell will coordinate transportation.

Dale Peterson, Sandra Speed and Audrey Harris will develop a questionnaire to be handed out to attendees at the Summit.

Action letters to elected officials will be available at the end of the summit for residents to take with them and mail to the appropriate person.

Recommendation made to request HACM staff record resident comments at the sessions.

Dale recommended distributing a fact sheet of the issues prior to the summit.

Mindy and Ann will work on an info flyer for residents for the April rent statements.

Carla suggested holding RO/RC's responsible for RSVP for their development.

Summit Planning Meeting

February 18, 2005

Page Two

Recommendation made to approach the Boys & Girls Club about providing activities to keep kids busy that attend with an adult.

Lunch could be hot dogs, chips and soda.

Request Tony Perez, Willie Hines and/or Tom Barrett to do a welcome remarks.

One of the issues that is likely to be addressed is a movement nationwide by housing authority's looking for other funding sources to compensate for HUD budget cuts by repealing the Brooke Amendment, which sets rent at 30% of adjusted gross income.

Steve asked for resident participation in discussion on how rent is increased or programs are eliminated if and when it gets to that point. He asked if residents would be agreeable to imposing limits on length of time a resident could receive housing assistance, particularly for people that aren't working or paying minimum rent. We need to find new ways to encourage self-sufficiency. Ann suggested an across-the-board utility fee.

Steve will get names of some people that could speak about rent reform (Brooke Amendment).

CHA BULLETIN



CAMBRIDGE HOUSING AUTHORITY

Winter 2005

Volume 1, Issue 3

Inside this issue:

Rent Simplification

CHA Seeks MTW Extension

FY 2005 HUD Budget Analysis

CHA Transitions to Property-Based Budgeting

Work Force Graduate Testimonial

CHA Cleans Misapplied Chemical

Comings & Goings

Board of Commissioners:

Warren McManus
Jim Stockard
Gerard Clark
Jacqueline Adams

Executive Director:

Gregory P. Russ

"The mission of the Cambridge Housing Authority is to develop and manage safe, good quality, affordable housing for low-income individuals and families in a manner which promotes citizenship, community & self reliance."

Executive Director Report: Rent Simplification

Any family or individual that has applied for assistance or is a current resident or client of the Cambridge Housing Authority understands that the calculation of rent is a cumbersome and often difficult process. The family and CHA staff must journey down a long regulatory path to answer a simple question: How much is my rent?

Setting rents in public housing or the voucher program is a big deal. HUD estimates that rent computation errors in 2001 resulted in \$600 million in overpayments and \$1.7 billion in underpayments – either way, the current system isn't getting it right. For several years, industry groups and individual housing authorities (mostly agencies with Moving to Work agreements) have been testing and trying different approaches to rent calculation. Some propose a fixed rent system, others have experimented with simplified deductions and other modifications to the process.

The steps and process currently used to calculate rent reflect both the best and the worst aspects of subsidized housing programs. Under the current rent system the family pays a rent based on a percentage of income and rent is adjusted up or down as income changes. Here's the formula for the Federal Public Housing Program:

Rent calculation formula

- Annual income (inclusions and exclusions)
- LESS deductions = Adjusted Income
- Adjusted Income /12 X 30% = income based rent
- Rent will be the greatest of:
 - 30% of monthly-adjusted income
 - 10% of monthly income (Annual Income/12)
 - Minimum rent for the unit, or
 - Ceiling rent for the unit
- LESS any applicable utility allowance = tenant rent

Much like the tax code there are a host of factors and considerations that must be applied to each family's personal circumstances.

Over the years the income inclusions and exclusions used to define Annual Income have been amended, revised or modified, creating an administrative layer cake. There are 8 major categories of inclusions and many more sub-categories. Annual income includes interest or other income from assets accessible to the family such as cash held in a checking account, a certificate of deposit, and other savings accounts.

There are 17 major categories of exclusions from income including one category with 20 subcategories. Here's a sample of exclusions from annual income: Earned Income Tax Credit refunds received after 1/1/91, amounts received by the family for reimbursement of medical expenses, and allowances, earnings and payments to AmeriCorps participants.



Gregory P. Russ

("Executive Director Report" continued from cover)

To calculate rent five standard deductions are applied to annual income. These are:

- \$480 for each dependent;
- \$400 for any household headed by a senior or a person with a disability;
- Reasonable child care costs for kids 12 and under (CHA has used MTW to raise the age limit to allow kids 14 and under to be claimed)
- Costs for equipment or care that assists persons with disabilities and others in the household to go to work;
- Un-reimbursed medical costs (in excess of 3% of Annual Income) for each household headed by a senior or a person with a disability.

PHAs may also apply other optional deductions.

Each element of the rent calculation process requires third party documentation. Third party documentation – essential to combating fraud or abuse – adds another layer of activity and review. The current system is a balancing act that often tips in the wrong direction, ignoring the cost of doing business and the level of intrusion in people's lives.

Much administrative time is lost trying to verify details that result in a marginal difference in the rent. (Under the current rent formula every \$40 increase in deductions results in a \$1 reduction in rent.)

CHA is proposing to reform this system and develop a much simplified approach to rent calculations. Our approach to rent simplification is based on the following principals:

- Everyone will contribute
- Fairness for the resident
- Fiscal equity for the CHA
- Approachable method (1 or 2 page dbl spaced – the standard to calculate or explain)
- Creation of a new business relationship with the resident
- Measurable reductions in administrative time

Any new system must also deal with:

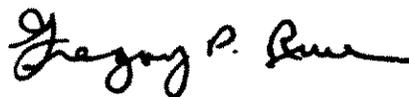
- Families with large deduction amounts
- Treatment of rent increases
- Treatment of hardship claims
- Transition provisions
- Treatment of zero income households
- Use of minimum rents and ceiling rents

From this new method we want to create a different business relationship with the residents and clients – one that will allow CHA to work with families in a less punitive way and allow staff to address the other requirements of property and program management.

Because rent simplification touches every resident and client we are committed to a public process including a separate public hearing that will be part of the 30-day public comment period. We also intend to hold site meetings as part of the public comment process.

Thanks to the deregulation provided by our Moving to Work (MTW) agreement we can develop and implement this reform on a fast track. We can put a fair system in place and see how it works in real life, real time. MTW gives us the local control necessary to design a program that works for Cambridge families, and in turn, has implications on a national level for the 3.35 million families receiving public housing and voucher assistance. More to come...

Sincerely yours,



Gregory P. Russ



PRESS RELEASE

Contact: Joshua Meehan P • 617-520-6408 E • jmeehan@cambridge-housing.org F • 617-520-6420

For Immediate Release – 2/10/2005

The Administration has released its proposed budget for federal fiscal year 2006. CHA is concerned about the potential impact if the budget is passed as proposed. Below is a summary of the proposal with comparisons to last year's request and the past two years actual funding.

Summary of Administration's FY 2006 Budget Proposal

	FY 2004 Enacted (in billions, except as noted)	FY 2005 President Request (in billions)	FY 2005 Enacted (in billions, except as noted)	FY 2006 President Request (in billions)
Public Housing Capital Fund	\$2.696	\$2.674	\$2.579	\$2.327
Public Housing Operating Fund	\$3.579 (full year)	\$3.573 (full year)	\$2.438 (shortened year)	\$3.407 (full year)
HOPE VI	\$149 million (full year)	\$0	\$144 million	\$0 plus rescind \$143 million from FY 2005
Section 8 Rental Vouchers	\$11.107	\$11.793	\$13.463	\$14.089
Section 8 Administrative Fees	\$1.21	\$1.156	\$1.21	\$1.295

The below chart shows how the President's budget may impact CHA. These cuts are projected and estimated; as the HUD budget does not provide the exact method that it will use to achieve their reductions. The full impact of these cuts may not be realized if Congress proposes a more realistic budget.

Potential Impacts on CHA if HUD FY2006 Budget Passes

Program	FY2005 Funding	FY2006 Proposed Funding	Estimated Shortfall
Public Housing Capital Fund	3,700,000	3,330,000	(370,000)
ROSS Grants, Network neighborhood	600,000	300,000	(300,000)
Public Housing Operating Fund	7,003,762	6,093,273	(910,489)
Section 8 Rental Vouchers	25,870,104	24,835,300	(1,034,804)
CDBG	757,674	0	(757,674)
Total	37,931,540	34,558,573	(3,372,967)

For more details, visit our website www.cambridge-housing.org

CHA Begins Transition to Property-Based Budgeting and Management

The Department of Housing and Urban Development (HUD) recently implemented new policies requiring Public Housing Authorities (PHAs) to transition from Program Budgeting, to **Property-Based Budgeting and Management**. Using the results of the Harvard Cost Study, a research study requested by Congress to help identify the costs of running public housing, HUD will now calculate a PHA's operating subsidy based on project expense levels, rather than authority-wide expense levels. This new rule represents a significant change in how PHAs will manage their properties. Although the CHA is not required to make this change until FY07, we have decided to begin our transition in FY06.

Project-Based Budgeting is a budget and accounting system that allows for the analysis of **all** revenues and expenses associated with each individual property or development. Thus, both direct and indirect costs must be fully accounted for in PHAs' site budgets. Property-Based Budgeting mirrors management systems used in the private sector and makes each property the central focus of budgetary and management systems. Implementing this methodology is straightforward for direct costs; for example, when a property manager hires a roofer to fix a leak, the roofer's costs can be easily identified and associated with the site budget. Indirect (overhead) costs present more of a challenge; for example, how does a PHA break out the costs of running a Personnel department into all of its development budgets? Other examples of indirect costs include Central Office staff and department costs (Executive, Finance, Personnel, IT, Legal...), IT infrastructure and systems and Central Maintenance. In addition, some expenses also need to be allocated to other CHA programs such as the Housing Choice Voucher (Section 8) programs.

All PHAs must transition to Project-Based budgeting. Choosing to begin the process early provides CHA with a longer implementation period, and better prepares staff for the operational changes needed to fully implement Project-Based Budgeting and Management. Implementing the transition over time also allows the CHA to develop Project-Based budgeting principles that are rational, fair, understandable and not administratively burdensome.

Benefits to the CHA are as follows:

- Managers are able to identify the 'full' cost of managing and maintaining their sites;
- CHA staff can more easily compare the costs of managing sites to one another, other PHA sites or industry standards;
- CHA staff can identify how much each development contributes to supporting indirect costs, and how these compare with other PHAs and industry standards; and,
- Management can better recognize costs and revenues associated with each property, and make informed decisions on how to utilize their limited resources to best manage their properties.

This past September CHA began planning for our implementation of Project Based Budgeting and Marketing at the heart of our agency – our developments. Fiscal and Management staff met with each property manager individually and explained the new budgeting system and methodology. Fiscal and Management staff then worked together with managers to develop comprehensive property budgets for FY06 that reflect the full cost of managing and maintaining each site.

The next step was developing a Management Fee to be charged to each site; this fee represents each site's portion of indirect costs. In order to determine the appropriate Management Fee, Fiscal staff reviewed Central Office expenses and began developing allocation principals, in order to break out the costs into individual development budgets. For example, some staff work exclusively within public housing, such as Management staff, while others work in all programs, such as Fiscal and Executive staff. Cost pools were then created for each allocation group. All indirect costs were thus identified and split among programs using recognized allocation principals resulting in total Central Office costs aligned for each program. These costs were translated into a per unit per month (PUM) Management Fee that will be charged to each development. By using a Management Fee, the CHA will be able to better identify all of its costs, including indirect/overhead costs. The development budgets were then rolled up into a consolidated CHA budget for FY06. This budget has already proved useful and informative to Management, as well as CHA's Board of Commissioners.

The final step will be fully implementing the FY06 Project-Based budget. This requires both Management and Fiscal staff to set up the development budgets, and develop policies and procedures that track and control costs as they are incurred. Preparations are already underway to execute these tasks. FY06 will be a year of learning, improving and refining our Project-Based budgeting process, but the CHA is already benefiting from the property based approach the new system requires.

Thinking of Attending NAHRO's 2005 Legislative Conference?



Why not sign up for these great pre- and post-conference seminars as well?

JW Marriott

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Registration for the pre-conference seminars in Washington, DC, begins at 8:00 a.m. For the post-conference seminar, it begins at 11:00 a.m.

Section 8 Home Ownership

March 12-13, 2005

Program Day I: 8:30 a.m.-4:30 p.m.

Program Day II: 8:30 a.m.-Noon

Are you currently operating a program or in the process of establishing a Section 8 home ownership option? Focus on issues that have emerged from the development and operation of the program! Review the program and discuss operational issues, including management, counseling and recruiting, and special needs and financial issues.

	Early*	Regular	Last** Minute
NAHRO Member	\$345	\$400	\$525
Non-Member	\$465	\$540	\$665

Workshop for Executive Directors

March 12-13, 2005

Daily Program: 8:30 a.m.-4:30 p.m.

Expand your knowledge to meet the challenges of the housing industry, your residents and the community and explore ethical and procurement issues. Learn how to maximize your limited resources -- including staffing -- and successfully manage the fiscal operations of your agency. Discuss best practices and use case studies to examine the key aspects of housing operations -- maintenance, modernization, occupancy, inspections. Receive a NAHRO Certificate of Achievement after passing the in-class test!

	Early*	Regular	Last** Minute
NAHRO Member	\$495	\$540	\$665
Non-Member	\$650	\$715	\$840

Commissioners' Fundamentals – SOLD OUT!

March 12-13, 2005

Daily Program: 8:30 a.m.-4:30 p.m.

Strengthen your performance as an advocate, leader, strategist, team-builder, and goal-setter, while "sticking to the basics" and deepening your understanding of the Commissioners' roles, responsibilities and challenges. Learn how to effectively manage constraints associated with operating agencies with limited resources, numbers of personnel, and opportunities for expansion of operation.

	Early*	Regular	Last** Minute
NAHRO Member	\$495	\$540	\$665
Non-Member	\$650	\$715	\$840

Grantsmanship for Residents

March 12, 2005

Program: 8:30 a.m.-4:30 p.m.

Opportunities are available to those who seek them. Learn what you must research, and how to apply, administer and monitor a grant to be successful. This interactive nuts and bolts course captures the essence of the area of grant seeking. Hear how establishing a non-profit corporation might be in your best interest.

	Early*	Regular	Last** Minute
NAHRO Member	\$280	\$340	\$465
Non-Member	\$375	\$435	\$560

Resident Leadership

March 16-17, 2005

Program Day I: Noon-5:00p.m.

Program Day II: 8:30 a.m.- 4:30 p.m.

Learn how to create partnerships between the resident council and housing agency so that both groups can collaborate to develop, renovate, and enhance neighborhoods. Develop the skills required for successful leadership, team building and more, as well as receiving up-to-date program information.

	Early*	Regular	Last** Minute
NAHRO Member	\$495	\$540	\$665
Non-Member	\$650	\$715	\$840

*If you register up to 30 days before the seminar start date you pay the early price.

**If you register for the seminar less than three working days before the seminar start date, you will pay the last minute rate.

Through February 11, 2005, hotel reservations must be made through the NAHRO Conference Registration Center. See www.nahro.org for details.

The National Association of Housing and Redevelopment Officials

630 Eye Street, NW, Washington, DC 20001 • Toll-free: 1-877-866-2476 • Fax: 202-289-8181 • Web site: www.nahro.org

NAHRO SEMINAR REGISTRATION FORM – MARCH, WASHINGTON, DC SEMINARS

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 Organization _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____ E-Mail _____

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Section 8 Home Ownership Seminar, March 12-13, 2005, Washington, DC

- Early Fee Member: \$345* Regular Fee Member: \$400 Last Minute Fee Member: \$525**
 Early Fee Non-member: \$465* Regular Fee Non-member: \$540 Last Minute Fee Non-member: \$665**

Workshop for Executive Directors, March 12-13, 2005, Washington, DC

- Early Fee Member: \$495* Regular Fee Member: \$540 Last Minute Fee Member: \$665**
 Early Fee Non-member: \$650* Regular Fee Non-member: \$715 Last Minute Fee Non-member: \$840**

Commissioners' Fundamentals Seminar, March 12-13, 2005, Washington, DC – **SOLD OUT!**

- Early Fee Member: \$495* Regular Fee Member: \$540 Last Minute Fee Member: \$665**
 Early Fee Non-member: \$650* Regular Fee Non-member: \$715 Last Minute Fee Non-member: \$840**

Grantsmanship for Residents, March 12, 2005, Washington, DC

- Early Fee Member: \$280* Regular Fee Member: \$340 Last Minute Fee Member: \$465**
 Early Fee Non-member: \$375* Regular Fee Non-member: \$435 Last Minute Fee Non-member: \$560**

Resident Leadership, March 16-17, 2005, Washington, DC

- Early Fee Member: \$495* Regular Fee Member: \$540 Last Minute Fee Member: \$665**
 Early Fee Non-member: \$650* Regular Fee Non-member: \$715 Last Minute Fee Non-member: \$840**

*If you register up to 30 days before the seminar start date, you pay the early rate.

**If you register for the seminar less than three working days before the seminar start date, you will pay the last minute rate.

Please check here if you require any special services. Attach a written description.

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Charge \$ _____ to: VISA MasterCard American Express

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Signature _____

- Copy form for additional registrants.
- Register 3 people from the same organization, for the same seminar at the same time, and the 4th attends for free!
- **Hotel reservations must be made through NAHRO's conference registration center. Please call NAHRO toll-free at 1-877-866-2476 or visit www.nahro.org for a hotel accommodation form.**
- You will receive official confirmation within two weeks of receipt. Bring your confirmation to the seminar. It is your proof of registration.
- On-site registration may be available if space permits. To confirm space availability, contact NAHRO. Those who arrive on-site without a confirmation are not guaranteed space or materials.
- Cancellations must be in writing and received 20 business days prior to the seminar start date to receive a full refund or credit. If you cancel after that time, a \$75 charge per registration will be retained to cover administration costs.
- If you do not attend the seminar and do not cancel your registration as specified, no refunds or credits will be given.

SEND YOUR REGISTRATION

BY FAX: 202-289-8181

BY MAIL: NAHRO, PO Box 90487, Washington, DC 20090

BY E-MAIL: www.nahro.org

Questions? Call NAHRO's Professional Development Services toll-free at 1-877-866-2476.





HOUSING AUTHORITY OF THE
CITY OF MILWAUKEE

NOTICE!

c: Rocky Marcoux
Jim Behrendt
Karen Kloss/Joan Repinski
Todd Slusar
Beverly Johnson
Housing Managers
Susan July
Housing Management

Antonio M. Pérez
Secretary-Executive Director

Alderman Willie L. Hines, Jr.
Chair, Board of Commissioners

NOTICE!

PLEASE READ

**THE HOUSING AUTHORITY RENT PAYMENT
DROP BOX IS MOVING**

Dear Resident:

Please be advised that effective May 1st 2005, the drop box for Housing Authority resident rent payments will be moved from 809 North Broadway to the Housing Authority Community Services facility located at 650 West Reservoir. Payments may still be placed in the drop box at the current downtown location during March and April but that location will no longer be available after May 1st.

Please be reminded that payments placed in the drop box by the 5th of the month will not be considered late. Payments placed in the drop box after the 5th will be considered late and late fees may be charged. **NO CASH payments will be accepted via the drop box.**

It should be noted that we will continue to mail your monthly rent statement to you and we encourage you to pay your rent by return mail. We are also working to make electronic rent payment available in the near future. You will receive a separate notice when this rent payment option is available.

We value you as our customer and believe that this change will provide a more convenient location for residents who use the Housing Authority drop box.

Your prompt attention to this matter is appreciated. Please contact your management office if you have any additional questions.

Sincerely,

Antonio M. Pérez
Secretary-Executive Director
Housing Authority of the City of Milwaukee

Administration
(414) 286-5671-Voice
(414) 286-0833-Fax

Community Services
(414) 286-5100-Voice
(414) 286-3169-Fax

Housing Management
(414) 286-2192-Voice
(414) 286-8742-Fax

Maintenance Operations
(414) 286-2931-Voice
(414) 286-0208-Fax

Modernization & Development
(414) 286-2951-Voice
(414) 286-8742-Fax

Rent Assistance
(414) 286-5650-Voice
(414) 286-5094-Fax

PLEASE NOTE:

THE NEXT RAB MEETING HAS BEEN MOVED TO:

THURSDAY, MARCH 17TH

(SAME TIME, SAME PLACE)

MARK YOUR CALENDARS!!

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, MARCH 17, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the February 24th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report (handout)
 - Summit Planning Update
 - Resident Participation Funding distribution
5. New Business:
 - PIH Notice 2005-7 regarding RIM and RHIIP
6. Other Business
7. Next meeting Thursday, April 28, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes February 24, 2005
- ⇒ Agenda March 17, 2005
- ⇒ PIH Notice 2005-7

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 03-17-05



Resident Advisory Board **February 24, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon - Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter - Convent
Hill

Audrey Harris - Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program - Northlawn

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery -Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Dale Peterson, Julia Perkins, Rev. Gaynor-Hunter, Ann Wilson, Lena Mitchell, Sandra Speed, Mindy Biedrzycki and Steve Falek

Members Excused: Carla Jones, Malissa Myrick, Felicia Beamon and Rebecca McGill

The meeting was called to order and roll call was taken.

Rosetta made a motion, seconded by Lena Mitchell, to accept the minutes of the January 27, 2005 meeting.

Roy Tillery reported that there has been no change in the account balances since last report. The current balance is \$4,158.38.

Mindy reported that changes have been made to the vacancy report - Highland Gardens midrise and Carver Park are now listed separately. Westlawn vacancies continue to come down. Mr. Wahl reported that there is no longer a food pantry at Westlawn but there is a nurses unit.

Mindy reported that HUD has approved extending our designated housing plan for seven elderly-only highrise buildings for two years effective February 24, 2004.

Mindy reported that the Hope VI application for Convent Hill has been submitted. The architect is currently working on a revision to the building plan in an effort to bring the cost within budget.

Ms. Reed-Daniels reported that we had a good Summit planning meeting on February 18th. The decision was made to invite Tom Barrett, Willie Hines Jr and Tony Perez and whoever responds would be a speaker. Mr. Wahl offered to provide the name of an attorney with no

- HUD affiliation that would provide an unbiased perspective because he wasn't beholding to any housing authority. Ms. Reed-Daniels stated probably wouldn't be necessary since there is nothing to hide because HUD rules are pretty clear. Mr. Wahl asked if we will be sending our notices out in any other language and Mindy stated that we haven't for past Expo events but could look into if that is what RAB members wanted.

One of the topics for discussion at the summit is the proposal to repeal the Brooke Amendment. If repealed, rents would probably not be raised to market but would definitely be more than residents are currently paying. They would possibly be raised to the operating cost of the unit, which is approximately \$200, according to Steve Falek. Ms. Reed-Daniels suggested bringing in a speaker that is knowledgeable about how to prevent the repeal from happening.

Mindy will identify HACM staff to be recorders at the various sessions and will contact Beverly Johnson about identifying managers that will chaperone the buses. Dale Peterson, Audrey Harris and Sandra Speed will put together a questionnaire.

The next planning meeting will be March 8th at 4:00pm at the HFRC to review the questionnaire and flyer.

- Mindy explained that the City Attorney opinion on the release of property upon the death of a resident was in response to an increase in the number of incidents where managers are dealing with disputes among surviving family and friends. There is a new form attached to the opinion. Ms. Wilson expressed concerns that this was not a legal document and would be challenged in court if family members or friends wanted to dispute who the resident had designated on this form. It was suggested that John Heinen be invited to the next meeting to discuss the opinion he wrote.
- The Housing Authority was notified that they received a \$350,000 grant for ROSS Homeownership Supportive Services.
- Mindy reported that the Housing Authority received a \$2.5 million reduction in funding to the Section 8 program this year. That means that there are 474 vouchers that we have authority but no money to lease.
- Mr. Wahl reported that Westlawn has farmed out their resident Homestead forms to the highrise buildings and expressed concern that they are being done by residents and are being done incorrectly. Mindy stated that it was unlikely that residents were filling out Homestead papers.

Resident Advisory Board Meeting Minutes

February 24, 2005

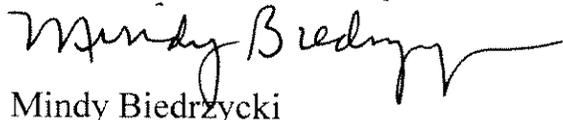
Page Three

- Mindy reported that HACM received the Resident Participation Funding in its operating budget and would be prorated to 89% or \$13.35 per unit. It was agreed to vote on the distribution of the money at the next meeting.

The next meeting will be held March 24, 2005 at the HFRC.

The meeting was adjourned.

Respectfully submitted,



Mindy Biedrzycki

c: Tony Pérez
Susan July
Rocky Marcoux
Housing Managers

Bobbi Marsells
Maria Rodriguez
Housing Management
Armando Gutierrez

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Rental Integrity Monitoring (RIM) Disallowed Costs and Sanctions Under the Rental Housing Integrity Improvement Project (RHIIP) Initiative

Directive Number: **05-7**

[Click Here or type Alt-k for MS Word version of this Notice](#)

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

Special Attention of: Notice PIH 2005 -7 (HA)
Public Housing Agencies;
HUB Directors of Public Housing; Issued: February 22, 2005
PIH Program Center Coordinators; Expires: February 28, 2006
Public Housing Division Directors;
Regional Directors Cross References:
PIH 2003-34 (HA)

Subject: Rental Integrity Monitoring (RIM) Disallowed Costs and Sanctions Under the Rental Housing Integrity Improvement Project (RHIIP) Initiative

1. Purpose. This Notice replaces Notice PIH 2003-34 and highlights the importance of timely and accurate income and rent determinations by Public Housing Agencies (PHAs) and the consequences for failure to identify and correct income and rent determination deficiencies. Over the past year, the Department has worked closely with PHAs nationwide in identifying the root causes of such deficiencies and developing corrective action plans to reduce the level of errors in subsidy calculations through the use of RIM reviews, reviews conducted by the newly established Quality Assurance (QA) teams and other related reviews. It is now time to move forward with the RHIIP goal of 50 percent error reduction and establish consequences for failure to address deficiencies. This Notice addresses:

- * Incentives, disallowed costs and collection of excess subsidies paid;
- * Sanctions for failure to timely respond to RIM, QA or other related review reports and failure to implement a Corrective Action Plan when required;
- * Adjustment of Section 8 Management Assessment Program (SEMAP) scores when inconsistent with the findings of RIM, QA or other related reviews; and
- * Self-Assessment Reviews.

2. Applicability. This Notice applies to Public Housing (PH) and Housing Choice Voucher Programs (HCV).

3. Effective Date. This Notice is effective February 22, 2005, and its application now becomes mandatory for all RIM actions including reviews, required PHA responses and corrective actions subsequent to February 28, 2006.

4. Overview. The Presidential Management Agenda for improving government performance recognized the significance of income and rent determination errors and related HUD oversight weaknesses. As a result, RHIIP was initiated in 2001 by the Department of Housing and Urban Development in response to deficiencies in public and assisted housing rental subsidy determinations identified through internal auditing. These deficiencies resulted in an estimated \$600 million in tenant rent overpayments and \$1.7 billion in tenant rent underpayments annually. Additional subsidy overpayments were attributed to tenant underreporting of income, with an estimate of \$978 million. In addition to the Presidential mandate requiring the Department to reduce income and rent errors, the Improper Payments Information Act of 2002 (Public Law No: 107-300) requires the annual measurement and reporting of erroneous federal payments.

In order to achieve error reduction, the Department implemented RIM reviews, a key component of RHIIP. The RIM initiative represents an approach that focuses on a PHA's income and rent calculations and those occupancy activities (e.g., PHA's quality control procedures) that directly impact the accuracy of income and rent calculations.

5. Incentives, Disallowed Costs, and Collection of Excess Subsidies. The chart below outlines existing incentives for pursuing tenant fraud and HUD's policy for the collection of disallowed costs. Disallowed costs relate to PHA errors uncovered during RIM, QA and other related reviews that result in HUD overpayment of subsidy. Subsidy overpayments must be returned to the Department. Disallowed costs due to HUD shall be forgiven if amounts are less than or equal to \$2,500 per PHA program review.

Voucher Program	Overpayment of Subsidy	Underpayment of Subsidy
Tenant Fraud	PHAs who enter into a repayment agreement houldwith the family to collect excess subsidies owed to the program, or initiate litigation against the family to recover excess subsidies owed to the program, hould initiate termination of the family from the program, may retain 50 percent of HCV funds collected, if conditions specified at 24 CFR 792.202 and 982.163 are met.hould PHAs who do none of the above, must return to HUD all amounts that constitute an overpayment of subsidy.	Not Applicable
PHA Error	HUD staff will go back to the	PHAs will may not be reimburse

	<p>latest reexamination and calculate disallowed costs from that date. should PHAs must reimburse HUD for 50 percent of these costs in excess of \$2,500. should PHAs are required to correct the tenant records and ensure accurate rent payment, prospectively.</p>	<p>by for underpayment of subsidie HUD only for subsidy underpayments related to the current fiscal year not yet settled should in HUDCAPS should. PHAs are required to reimburse families for overpayment of family share in accordance with PHA policy.</p>
	<p>Overpayment of Subsidy</p>	<p>Underpayment of Subsidy</p>

<p>Public Housing Tenant Fraud</p>	<p>PHAs who enter into a repayment agreement with the family to collect excess subsidies owed to the program, initiate litigation against the family to recover excess subsidies owed to the program, or begin eviction proceedings against the family may retain 100 percent of PH funds collected.ould PHAs who do none of the above must return to HUD all amounts that constitute an overpayment of subsidy.ould</p>	<p>Not Applicable</p>
<p>ould PHA Error</p>	<p>If the error impacts the rent roll used for the calculation of operating subsidy, then HUD will calculate disallowed costs based on the subsidy overpayment caused by the PHA error.ould</p>	<p>PHAs will not be reimbursed for underpayment of subsidies.ould PHAs are required to reimburse residents for overpayment of tenant rent in accordance with PHA policy.</p>

6. Sanctions. PHAs must identify and implement corrective actions or rectify errors in meeting program requirements uncovered during RIM reviews, QA and other related reviews. In the event that a PHA fails to comply with the requirements of the RIM, QA and other related reviews, HUD will impose sanctions on the PHA pursuant to Section 6(j)(4)(A)(v) of the U.S. Housing Act of 1937 and 24 CFR 982.152(d) regarding voucher programs, and will impose sanctions on the PHA pursuant to Section 6(j)(4)(A)(ii) of the U.S. Housing Act of 1937 and 24 CFR 990.113(c) regarding public housing programs.

A. Circumstances Leading to Sanctions. The following shall result in sanctions: (1) failure to submit a Corrective Action Plan as directed by the Field Office within the timeframes outlined by the Field Office; and (2) failure to implement corrective actions pursuant to a Field Office approved Corrective Action Plan.

(1) Housing Voucher Program Administrative Fee Withholding. Pursuant to Section 6(j)(4)(A)(v) of the U.S. Housing Act of 1937 and 24 CFR 982.152(d), if, as a result of a RIM, QA or other related review, it is discovered that a PHA does not respond in writing to a RIM, QA or other related Review Report within 45 days, or does not implement its corrective actions within the timeframes approved by the Field Office, 10 percent of its monthly scheduled administrative fee advance will be withheld beginning the month the Field Office makes the sanction effective and lasting until the PHA has complied with the program requirements.

(2) Public Housing Operating Subsidy Withholding. Pursuant to Section 6(j)(4)(A)(ii) of the U.S. Housing Act of 1937 and 24 CFR 990.113(c), if, as a result of a RIM or other related review, it is discovered that a PHA does not respond to a RIM or other related Review Report within 45 days, or does not implement its corrective actions within the timeframes approved by the Field Office, five percent of its monthly scheduled operating subsidy will be withheld beginning the month the Field Office makes the sanction effective, and shall last until the PHA has complied with the program requirements.

7. SEMAP Indicator 3 (Determination of Adjusted Income). Pursuant to 24 CFR 985.2(b) and 985.105(c), a RIM review may serve as a SEMAP confirmatory review of indicator 3 and other indicators if they are reviewed in depth during the RIM review. In the event that a PHA's self-certification of SEMAP Indicator 3 (Determination of Adjusted Income) is not supported by a RIM review, the Field Office must adjust the SEMAP score for that indicator, regardless of its impact on the PHA's SEMAP performance designation (high, standard, troubled). If during the RIM review, it is discovered that other indicators are also not supported by file or other documentation, the SEMAP score for those indicators shall be adjusted.

An adjustment in the SEMAP score shall be made for the fiscal year in which the RIM review is completed. For example, for a PHA with a fiscal year end of 09/30/05, where the RIM review is completed in 08/05, the SEMAP score for the FYE 05 will be adjusted based on the results of the RIM review. For example, for a PHA with a fiscal year end of 09/30/05, where the RIM review is completed in 10/05, the SEMAP score for the FYE 06 will be adjusted based on the results of the RIM review.

8. Self-Assessment Reviews. During Fiscal Year 2005, HUD will be conducting additional targeted and random RIM reviews of PHAs managing over 250 combined units of public housing and vouchers. HUD strongly encourages PHAs to conduct self-assessment reviews to quality control and assure that the PHA's income and rent determination process is in compliance with program requirements. RIM reference materials will be available for PHAs on PIH's RHIIP website at <http://www.hud.gov/offices/pih/programs/ph/rhiip/index.cfm>.

9. Appeals. A PHA may appeal the imposition of sanctions, and/or disallowed costs to the HUD Field Office within 30 calendar days of imposition of adverse action(s) by submitting a written request to the HUD Field Office via certified mail. For adjustments of SEMAP scores as a result of a RIM review, please refer to the SEMAP appeal process. The written request must provide material evidence or justification of any arguments or additional facts and data concerning the proposed adverse action. The PHA may not request more than one appeal per adverse action (i.e., only one request for an appeal is allowed for the imposition of disallowed costs.)

The Field Office will have 30 calendar days from receipt of a request for an appeal to approve or deny the appeal. If the Field Office fails to approve or deny the appeal during this time, the appeal will be automatically granted to the PHA. An appeal made to a Field Office (HUD Hub or program center), and

denied, may be further appealed to the Assistant Secretary within 15 calendar days from the date of the denial. The PHA shall submit the appeal via certified mail to the Office of the Assistant Secretary for Public and Indian Housing. Appeals submitted to HUD Headquarters that include material evidence not submitted with the initial appeal to the Field Office, or appeals made to HUD Headquarters directly, without first being submitted to the Field Office, will not be considered.

10. Information Contact. Inquiries about this Notice should be directed to LaVerne Merrill of the Management and Occupancy Division at (202) 708-0614, extension 5885 or to the appropriate HUD Field Office.

11. Paperwork Reduction. The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paper Reduction Act of 1995 (44 U.S.C. 3520). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The following active information collections contained in this Notice have been approved under the Paperwork Reduction Act (PRA) - Paragraph 6: Appeals - OMB Control Number 2577-0083 (Family Report), OMB Control Number 2577-0220 and 2577-0230 (Admissions and Occupancy Requirements) and Paragraph 7: SEMAP - OMB Control Number 2577-0215.

Michael Liu
Assistant Secretary, PIH

1

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REVISED

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, MARCH 17, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the February 24th Meeting
3. City Attorney John Heinen
4. Treasurer's Report – Roy Tillery
5. Old Business:
 - Vacancy Report (handout)
 - Summit Planning Update
 - Resident Participation Funding distribution
6. New Business:
 - PIH Notice 2005-7 regarding RIM and RHIIP
7. Other Business
7. Next meeting Thursday, April 28, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes February 24, 2005
- ⇒ Agenda March 17, 2005
- ⇒ PIH Notice 2005-7

Handouts at meeting:

- ⇒ Revised Agenda
- ⇒ Summit Planning Meeting Minutes 3-7-05
- ⇒ Resident Satisfaction Survey Results

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 03-17-05



Resident Advisory Board **March 7, 2005 Summit Planning Mtg**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace,HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Roy Tillery, Patricia Montgomery, Audrey Harris, Ann Wilson, Lena Mitchell, Carla Jones, Mindy Biedrzycki and Steve Falek

There was some discussion about the intended purpose of the questionnaire that Dale Peterson was going to work on. Roy thought it was to provide information to residents about the Brooke Amendment and Ann thought it was suggestions from residents to the Housing Authority about ways to make up budget shortfalls, such as a utility charge.

Steve explained that the Brooke Amendment helps the lowest income families. He said there haven't been any suggestions offered to replace it. He asked RAB members if residents would consider limiting the amount of time a person could receive assistance from our programs—particularly affecting persons on minimum rent – and suggested the requirements could mirror those of TANF. Seniors and disabled persons would not be affected by this requirement. Ann asked what the benefit to the Housing Authority would be of limiting a family's time in the program. Steve explained that it allows the Housing Authority to go to the waiting list and process a higher income family. Steve explained it costs approximately \$300/month/unit. If someone is only paying minimum rent, that's a loss of \$250/month/unit or \$3000 a year. Multiply that by the number of households paying minimum rent (approximately 200) equals \$600,000 loss per year. Ann suggested that we pilot any measures we take and re-exam at the end of the current administration.

Steve will write down different options and Ann will work with Dale, Sandra and Audrey to put in questionnaire format.

Summit Planning Meeting

March 7, 2005

Page Two

Reverend Hunter and Lena Mitchell will be meeting this week to discuss transportation.

Ann suggested putting this in a RAB newsletter, explain the Brooke Amendment and offer ideas about what will be discussed at the Summit – for the May rent statement. Steve will email a draft of the newsletter to RAB members for their review.

HA:SBF/ab (Resident Advisory Board Folder) Summit Planning Meeting 03-7-05



PHA MAIN - ASSESSMENT YEAR 2004

Welcome.....

Note: If you are not able to complete a step prior to its due date, please complete the remaining steps to maximize your score.

STEP 1

The current date is after the specified range.

Unit Address & Language

Incomplete

Start: 09/17/2004

Due: 10/13/2004



STEP 2

To download a media packet, single click any of the links below.

Media Packet

Newsletter Example
Flyer



STEP 3

To view your certified implementation plan, single click on the link below.

Implementation Plan

Complete

11/17/2004



STEP 4

To view your survey results, single click on the Follow-up Plan link below.

Follow-up Plan

Not Required



To view an electronic version of the survey that will be sent to your residents for the current fiscal year, single click on the View Current Survey link below. You will be directed to the RASS Home page where copies of the survey are available in the 'helpful tools' section.

[View Current Survey](#)

To go to the User Guidance screen, where you can find guidance on the RASS Survey process, single click on the User Guidance link below.

[User Guidance](#)



FOLLOW UP PLAN 2004

View Follow-up Plan for Year

Please single click on the Frequently Asked Questions below, along the left side of the screen, to receive instructions on how to use the Follow up Plan screen.

What is a follow-up plan?	Surveys Sent	Surveys Returned	Response Rate	Undeliverable Surveys
	1530	596	44%	146

National Response Rate: 64%

[How do I edit and save?](#)

[How do I certify?](#)

[How do I view survey response information?](#)

[How do I view results by question?](#)

[How do I view results by development?](#)

Survey Section	Score	National Average	Date to be completed in the Annual Plan. (mm/dd/yyyy)	Source(s) of Funding
<u>Maintenance and Repair</u>	83.8%	84.6%	<input type="text"/>	<input type="text"/>
<u>Communication</u>	75.8%	75.2%	<input type="text"/>	<input type="text"/>
<u>Safety</u>	78.2%	81.3%	<input type="text"/>	<input type="text"/>
<u>Services</u>	92.2%	91.7%	<input type="text"/>	<input type="text"/>
<u>Neighborhood Appearance</u>	77.1%	77.7%	<input type="text"/>	<input type="text"/>

View Previous Results	View Results By Development
Survey Question Report	Demographic Report



PREVIOUS RESULTS

WI002 - HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

The table below lists by survey section your PHA's previous survey scores and the current scores. This information is available to help you track progress.

Survey Section Results by Year

Year	Maintenance and Repair	Communication	Safety	Services	Neighborhood Appearance
2004	83.8%	75.8%	78.2%	92.2%	77.1%
2003	88.0%	77.5%	78.4%	90.0%	75.2%
2002	89.2%	77.2%	81.4%	91.7%	77.0%

[REAC Home](#) | [HUD Home](#)



Additional Help

For Comments or Questions click here for the [REAC Technical Assistance Center](#)

If you experienced difficulties with screen accessibility, please call (888) 245-4860, or e-mail PHA_Survey_Feedback@hud.gov.



RESULTS BY QUESTION

WI002 - HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

The table below lists your PHA's survey section results by question. This information is available to help you develop your Follow-up Plan.

Maintenance and Repair

Question	Your PHA's Average Score	National Average	Question Weight
	NS	NS	NS
Over the last year, how many times have you called for maintenance or repairs?	NS	NS	NS
If you called NON-EMERGENCY maintenance or repairs (for example, leaky faucet, broken light, etc.), the work was usually completed in:	112.0%	110.0%	0.25000
If you called for EMERGENCY maintenance or repairs (for example, toilet plugged up, gas leak, etc.), the work was usually completed in:	105.8%	104.1%	0.25000
Based on your experience, how satisfied are you with: how easy it was to request repairs?	81.6%	80.9%	0.12500
Based on your experience, how satisfied are you with: how well the repairs were done?	80.4%	76.7%	0.12500
Based on your experience, how satisfied are you with: how well you were treated by the person you contacted for repairs?	84.0%	83.7%	0.12500
Based on your experience, how satisfied are you with: how well you were treated by the person doing the repairs?	86.9%	85.3%	0.12500

NS - Not a Scorable question
NA - Results are Not Available

Your PHA's Section Score: 83.8%

- Single click a survey section link to view results for each question:
[Maintenance and Repair](#) | [Communication](#) | [Safety](#) | [Services](#) | [Neighborhood Appearance](#)

▶ Notes (To view notes, single click the arrow.)



RESULTS BY QUESTION

WI002 - HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

The table below lists your PHA's survey section results by question. This information is available to help you develop your Follow-up Plan.

Communication

Question	Your PHA's Average Score	National Average	Question Weight
	NS	NS	NS
Do you think management provides you information about: maintenance and repair (for example, water shut-off, boiler shut-down, modernization activities)?	79.0%	73.8%	0.16667
Do you think management provides you information about: the rules of your lease?	81.8%	78.7%	0.16667
Do you think management provides you information about: meetings and events?	80.2%	76.9%	0.16667
Do you think management is: responsive to your questions and concerns?	75.1%	72.7%	0.16667
Do you think management is: courteous and professional with you?	78.1%	76.7%	0.16667
Do you think management is: supportive of your resident/tenant organization?	79.7%	74.9%	0.16667
Are you involved in a resident/tenant organization in your housing property?	NS	NS	NS

NS - Not a Scorable question

NA - Results are Not Available

Your PHA's Section Score: 75.8%

- Single click a survey section link to view results for each question:

[Maintenance and Repair](#) | [Communication](#) | [Safety](#) | [Services](#) | [Neighborhood Appearance](#)

▶ Notes (To view notes, single click the arrow.)



RESULTS BY QUESTION

WI002 - HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

The table below lists your PHA's survey section results by question. This information is available to help you develop your Follow-up Plan.

Safety

Question	Your PHA's Average Score	National Average	Question Weight
	NS	NS	NS
How safe do you feel from crime: in your unit/home?	76.7%	76.6%	0.22917
How safe do you feel from crime: in your building?	74.8%	74.2%	0.22917
How safe do you feel from crime: in your parking area?	NS	NS	NS
Do you think any of the following contribute to crime in your property? (mark all that apply) - Bad lighting	73.9%	75.6%	0.13541
Do you think any of the following contribute to crime in your property? (mark all that apply) - Broken locks	92.6%	90.2%	0.13541
Do you think any of the following contribute to crime in your property? (mark all that apply) - Location of housing property	NS	NS	NS
Do you think any of the following contribute to crime in your property? (mark all that apply) - Police do not respond	NS	NS	NS
Do you think any of the following contribute to crime in your property? (mark all that apply) - Residents don't care	NS	NS	NS
Do you think any of the following contribute to crime in your property? (mark all that apply) - Resident screening	76.5%	77.2%	0.13542
Do you think any of the following contribute to crime in your property? (mark all that apply) - Vacant units	92.7%	90.9%	0.13542
If residents in your property break the rules in the lease that pertain to safety, does management take action?	NS	NS	NS
If management takes action, how would you rate its actions?	NS	NS	NS

NS - Not a Scorable question

NA - Results are Not Available

Your PHA's Section Score: 78.2%

- Single click a survey section link to view results for each question:



RESULTS BY QUESTION

WI002 - HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

The table below lists your PHA's survey section results by question. This information is available to help you develop your Follow-up Plan.

Services

Question	Your PHA's Average Score	National Average	Question Weight
	NS	NS	NS
Over the last year, how many problems, if any, have you had with electricity or heat?	NS	NS	NS
If you had a problem with electricity or heat, how long did it take to fix?	97.8%	96.2%	0.25000
Over the last year, how many problems, if any, have you had with kitchen appliances (for example, stove, refrigerator, etc)?	NS	NS	NS
If you had problems with kitchen appliances, how long did it take to fix?	95.7%	94.7%	0.25000
Over the last year, how many problems, if any, have you had with water or plumbing (for example, toilets, hot water, etc.)?	NS	NS	NS
If you had any problems with water or plumbing, how long did it take to fix?	98.6%	97.9%	0.25000
Over the last year, how many problems, if any, have you had with smoke detectors?	NS	NS	NS
If you had a problem with smoke detectors, how long did it take to fix?	98.6%	99.0%	0.25000

NS - Not a Scorable question

NA - Results are Not Available

Your PHA's Section Score: 92.2%

- Single click a survey section link to view results for each question:

[Maintenance and Repair](#) | [Communication](#) | [Safety](#) | [Services](#) | [Neighborhood Appearance](#)

▶ Notes (To view notes, single click the arrow.)



RESULTS BY QUESTION

WI002 - HOUSING AUTHORITY OF THE CITY OF MILWAUKEE

The table below lists your PHA's survey section results by question. This information is available to help you develop your Follow-up Plan.

Neighborhood Appearance

Question	Your PHA's Average Score	National Average	Question Weight
	NS	NS	NS
How satisfied are you with the upkeep of the following areas in your property: common areas (for example, stairways, walkways, hallways, etc.)?	76.0%	73.0%	0.12500
How satisfied are you with the upkeep of the following areas in your property: exterior of buildings?	75.2%	73.9%	0.12500
How satisfied are you with the upkeep of the following areas in your property: parking areas?	70.2%	68.9%	0.12500
How satisfied are you with the upkeep of the following areas in your property: recreation areas (for example, playgrounds and other outside facilities)?	75.4%	67.1%	0.12500
How often, if at all, are any of the following a problem in your property: abandoned cars?	89.5%	88.5%	0.07143
How often, if at all, are any of the following a problem in your property: broken glass?	85.6%	85.3%	0.07143
How often, if at all, are any of the following a problem in your property: graffiti?	92.7%	90.4%	0.07143
How often, if at all, are any of the following a problem in your property: noise?	74.2%	72.8%	0.07143
How often, if at all, are any of the following a problem in your property: rodents and insects (indoors)?	87.0%	76.3%	0.07143
How often, if at all, are any of the following a problem in your property: trash/litter?	80.7%	76.2%	0.07143
How often, if at all, are any of the following a problem in your property: vacant units?	88.7%	86.7%	0.07143

NS - Not a Scorable question
NA - Results are Not Available

Your PHA's Section Score: 77.1%

**FINAL Summit Planning
Meeting
Monday, May 9, 2005
2:30p.m.
Hillside Family Resource**

ALSO:

Maria Rodriguez will talk about the upcoming grant submission and ask for RAB support.

Note: Stipends will be paid to members for their attendance at this meeting.

**WHAT: SOMMIV PLANNING
MEETING**

**WHEN: WEDSDAY, APRIL
19TH AM NOON**

**WHERE: HILLSIDE FAMILY
RESOURCE CENTER**

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, APRIL 28, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the March 17th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - Summit Planning Update
 - City Attorney Opinion-Releasing Property upon Death of Resident
6. New Business:
 - City Attorney Opinion-Prayer at RO Meetings
 - Housing Authority Insurance
 - Update from Capitol Hill
7. Other Business
7. Next meeting Thursday, May 26, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes March 17, 2005
- ⇒ Agenda April 28, 2005
- ⇒ Vacant Unit Status Report 3/25/05
- ⇒ Hope VI Endowment Trust Fund
- ⇒ City Attorney Opinion-Prayer at RO Meetings
- ⇒ City Attorney Opinion-Releasing Property Upon Death of Resident
- ⇒ Housing Authority Insurance
- ⇒ Update from Capitol Hill

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 04-28-05



Resident Advisory Board **March 17, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Dale Peterson, Rev. Gaynor-Hunter, Ann Wilson, Lena Mitchell, Sandra Speed, Rebecca McGill and Steve Falek

Members Excused: Carla Jones, Malissa Myrick and Felicia Beamon

Others Present: John Heinen-Asst City Attorney

The meeting was called to order at 5:00pm and roll call was taken.

Motion by Pat Montgomery, seconded by Rev. Gaynor-Hunter to approve the minutes of the February RAB meeting. Rev Gaynor-Hunter suggested that future minutes record the author of statements or questions about issues that are discussed. There being no further discussion the minutes were unanimously approved.

John Heinen reviewed the proposed form for designating a person to be responsible for removing resident property in the event of a death. Chair Reed-Daniels asked if the document would be considered legally binding if it weren't notarized. Attorney Heinen advised that the document was to be "witnessed" by the manager and the responsible party. Making it a more formal or legal document would increase the chance that there would be legal challenge and disputes. The goal is to have property removed in a timely manner so as not to tie up the unit.

- Ms. Wilson asked about people with no will or power of attorney? Attorney Heinen advised that the document is not a substitute for a will or other legal directive.

Resident Advisory Board Meeting Minutes

March 17, 2005

Page Two

Cont'd

- Mr. Tillery asked "what if a will later questioned how property was distributed?" Attorney Heinen advised that, by designating a responsible party, the resident was removing the manager/HACM from the decision.
- Rev. Gaynor-Hunter asked if the document could be used to direct people in lieu of a will. Attorney Heinen advised that it could not supercede a will and does not grant legal ownership of the property to the designated responsible party.
- Mr. Wahl asked if it wasn't law that property can't be removed for 30 days? Attorney Heinen advised that the law says that property must be "stored" in a secure facility for 30 days.
- Dale Petersen asked whose interest prevails, the resident or HACM? Attorney Heinen advised that the document is not intended to be a mandatory requirement so that execution would be voluntary by the resident.
- Chair Reed-Daniels asked the Board if they felt this will work. Ms. Wilson indicated that it will not work if it is mandatory as there are already too many requirements imposed on residents.

After further discussion the Resident Advisory Board unanimously voted to recommend that the Personal Property Disposition form be a voluntary procedure and that a note clearly stating this be included on the document.

- Ms. McGill indicated that she would like to read the background information about this issue. Attorney Heinen advised that he will revise the document and send the revised document and the background information to all RAB members for the next meeting.

Chair Reed-Daniels thanked Attorney Heinen for his attendance and discussion.

Mr. Tillery gave the Treasurer's report. There has been no change since the last report. Chair Reed-Daniels advised that she had attended the NAHRO National Legislative Conference in Washington, DC. Expenses, which were advanced by HACM, were \$1920.20, which the RAB should reimburse to the Housing Authority. Chair Reed-Daniels further described her meetings with members of Wisconsin's Congressional delegation and the seriousness of the issues that we were advocating for.

Steve advised that there was no update to the vacancy report since the last meeting.

The Summit planning efforts to-date was discussed. Chair Reed-Daniels asked for participation by representatives of Congresswoman Moore and Senators Kohl and Feingold while she was in Washington. Steve distributed an issues brief that can be used to help frame the discussion issues for the Summit. Rev. Gaynor-Hunter and Ms. Mitchell have a meeting on transportation planned for next week. The next planning committee meeting will be Monday, April 4th at noon at the Hillside Resource Center.

Resident Advisory Board Meeting Minutes

March 17, 2005

Page Three

The distribution of 2005 Resident Participation Funding was discussed. The funds were allocated by HUD at 89% of eligibility so the amount available to resident organizations will be \$13.35 per unit. After discussion it was agreed that \$12.35 per unit be allocated to the individual development RO's/RC's and that \$1.00 per unit be allocated to the Resident Advisory Board. Steve will get a separate donation for the RO Board of Directors. Steve advised that some organizations have not completed the audit of their 2004 or earlier funds. No additional funds can be released until this requirement has been met. Contact Maria Rodriguez if there are any questions regarding the status of your organization.

PIH Notice 2005-7 was reviewed. This notice advises that HUD will be conducting Resident Integrity Monitoring reviews and the consequences of findings for the Section 8 and public housing programs.

Steve reminded Board members that the mandatory Fair Housing Training was scheduled for Saturday, April 2nd. Some members indicated that they had not received the letter/notice regarding the meeting.

The next regular RAB meeting is April 28, 2005.

There being no further business Vice Chair Wahl asked for a motion to adjourn. Ms. Johnson moved and Ms. Montgomery seconded a motion and the Board voted unanimously to adjourn at 6:50pm.

Respectfully submitted,



Steve Falek
Associate Director

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
VACANT UNIT STATUS REPORT AS OF 3/25/05**

Extra Apps / Comments	UNITS	DEVELOPMENT	1 BEDROOM			2 BEDROOM			3 BEDROOM			4 BEDROOM			5 BEDROOM			6 BEDROOM			
			VAC	RDY	HOLD																
8X	230E	640 Arlington Court	5	2	1	3															
	220E	641 Beecher Court	21	6	2	2															
	120M	642 Cherry Court	80	4	76	0															
	251E	643 College Court	23	3	6	12															
AS OF 3/1/1	120E	644 Convent Hill	14	1	11	0															
	40F	620 Highland Park																			
	48M	620 Highland Gardens	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11X	120M	645 Holton Terrace	5	2	1	4															
1BR=1X	49M	681 Hillside Terrace	7	3	0	7	2	2	0	1											
1BR=1X, 2BR=1BX, 4BR=2X	421F		0	0	0	0	13	10	0	13	14	6	0	10	3	2	0	3	4	0	1
1BR=6X, 2BR=1X	188E	682 Lapham Park	2	0	0	2	1	0	0	1											
	51F	682 Carver Park																			
AS OF 3/1/1	110M	646 Lincoln Court	8	2	1	7															
	230M	647 Locust Court	8	0	0	6															
	120E	648 Merrill Park	9	8	1	0															
3X	100E	649 Mitchell Court	4	3	1	3															
AS OF 3/1/1	180M	650 Riverview	6	1	0	6															
2BR=1X, 3BR=4X	380F	671 Parklawn	2	1	0	2	11	5	0	11	2	2	0	2							
	489F	690 Scattered Sites					1	0	0	0	35	6	29	4	15	0	15	0	7	0	7
1BR=1X, 2BR=1X, 3BR=6X, 4BR=4X	726F	672 Westlawn	8	4	0	8	22	9	0	22	13	1	0	13	4	1	0	4			
4BR=1X	12F	687 Southlawn Park	0	0	0	0	1	1	0	0	0	0	0	0	2	0	2	2			
	391V	632 Barryland	0	0	0	0	15	4	0	6	6	3	0	6							
	247V	630 Northlawn	1	1	0	1	10	0	1	6	8	0	0	0							
	330V	631 Southlawn	1	1	0	1	19	1	6	2	8	3	1	3							
	516I	SUBTOTALS																			
		ELDERLY	194	35	100	53	3	2	0	2											
		FAMILY	10	5	0	10	47	24	0	46	64	15	29	28	22	3	15	7	11	0	
		SL PARK	0	0	0	0	1	1	0	0	0	0	0	2	0	2	2	2			
		VETS	2	2	0	2	44	5	7	14	22	6	1	9							
		175 ADJUSTED VACANTS																			
		262 ADJUSTED VACANTS																			

Convert Hill 9 units (1st & 2nd floor) construction, 1 fire, 1 mold
 Cherry Court - MOD
 College Court - 1 computer lab, 5 floors
 Southlawn - 1 storage, 6 floors
 Sl. Park - floors
 Holton - floors
 Scattered Sites - 14 homeownership, 37 demo, 2 fire
 Merrill Park - 1 RO office
 Mitchell Court - resident computer lab
 Lincoln Court - resident computer lab

UNITS	VAC	%	ELDERLY	FAMILY	SL PARK	VETS	TOTALS
2094 ELDERLY	198	9.45%	5	21	80	23	114
4187 TOTAL F.I.	354	8.45%	0	2	2	14	14
2097 FAMIL Y	156	7.47%	2	5	9	9	25
12 SL PARK	3	25.00%	3	5	9	9	34
969 VETERAN	68	7.02%	3	9	9	9	34
516I TOTAL	425	8.23%	3	9	9	9	34
TOTAL VACANTS	198	156	3	68	425	156	68
PREVIOUS REPORT	201	143	3	67	414	143	67
TOTAL MINUS HOLDS							
HOLD	100	98	4.68%	100	98	4.68%	100
TOTAL	53	103	4.94%	53	103	4.94%	53
TOTAL	153	201	4.80%	153	201	4.80%	153
TOTAL	2	80	8.20%	2	80	8.20%	2
TOTAL	4	80	8.20%	4	80	8.20%	4
TOTAL	153	201	4.80%	153	201	4.80%	153

**NATIONAL HOUSING CONFERENCE
WASHINGTON WIRE**

April 11, 2005

UPDATE FROM CAPITOL HILL

GSE REFORM UPDATE

On Tuesday, April 5, the House Financial Services Subcommittee on Capital Markets held a hearing during which Representative Richard Baker (R-LA) unveiled *The Federal Housing Finance Reform Act of 2005* which would give a new regulator broad authority to limit the size and scope of the GSE business. The bill (H.R. 1461) would establish the Federal Housing Finance Agency (FHFA) which would oversee Fannie Mae, Freddie Mac and the 12 Federal Home Loan Banks. The new agency would assume the current authority of the Office of Federal Housing Enterprise Oversight (OFHEO), the Federal Housing Finance Board as well as the program and housing goal oversight functions, currently under the authority of HUD. Additionally, the new agency would be able to set capital standards and limit executive compensation. Senator Baker's bill may be accessed at:

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:h1461ih.txt.pdf

On Wednesday, April 6, the Senate Banking, Housing and Urban Affairs Committee held the first in a series of planned hearings on GSE regulation. Witnesses included Federal Reserve Chairman Alan Greenspan who recommended that mortgage portfolios for GSEs be capped.

Another hearing was held on April 7 that included HUD Secretary Alphonso Jackson and Treasury Secretary John Snowe as witnesses. Both support substantial reformation of the GSEs. Secretary Jackson recommended that HUD retain authority over developing and enforcing the GSE's housing goals and fair housing requirements, while Secretary Snowe suggested the new regulator be housed under the Treasury Department.

The next hearing on GSE reform is scheduled for April 13 and will be held by the House Financial Services Committee. The hearing, *The Administration Perspective on GSE Regulatory Reform*, is planned for 10:00 a.m. in Room 2128 of the Rayburn Building. Secretaries Snow and Secretary Jackson are scheduled to testify. The Senate Banking Committee will also hold a hearing on April 13 on the Federal Home Loan Bank System. The hearing is scheduled for 10:00 a.m. in room 538 of the Dirksen Building.

HUD PROPOSES CHANGES TO SECTION 8 VOUCHER AND PUBLIC HOUSING PROGRAMS

On April 4, a HUD proposal to have legislation introduced that will change the operation of the Section 8 Voucher and public housing program was disclosed. The proposed changes will make sweeping alterations to both programs. Proposed changes include: requiring 90 percent of vouchers each year to go to families with incomes below 60 percent of area median income (about \$30,000 per year nationally); allowing administering agencies to determine how much tenants would have to pay in rent without

regard to income; allowing agencies to impose time limits of not less than five years beginning January 1, 2008; and, allowing families to move to other jurisdictions in a state or metropolitan area only if involved agencies agreed (no interstate moves would be allowed). The new proposal also involves the demonstration program, Moving to Work. Participating agencies would have more flexibility to redesign program policies. Under the current MTW program, participating agencies must serve the same number of families as they would without their special status designation. HUD's proposal would allow agencies to reduce or eliminate tenant-based vouchers and to use voucher funds to operate public housing. Detailed talking points of the proposed changes may be found on the National Leased Housing Association's website at:

http://www.hudnlha.com/housing_news/21_TALKING_POINTS_040505.asp

HOMELESSNESS BILL INTRODUCED TO HOUSE AND SENATE

On April 5, Senators Mike DeWine (R-OH), Jack Reed (D-RI), Richard Burr (R-NC), Christopher Dodd (D-CT), along with Representatives Deborah Pryce (R-OH) and Anna Eshoo (D-CA) introduced companion bills (S. 709 and H.R. 1471), *Services to End Long Term Homelessness Act*. The bills would provide supportive services to individuals and families experiencing chronic homelessness. The legislation will also require the Secretary of Health and Human Services, in collaboration with other federal programs, to craft national strategies and implement programs that would address chronic homelessness, and serve individuals with mental illness and disabilities. The Senate bill may be accessed at:

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:s709is.txt.pdf

The House bill may be accessed at:

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bills&docid=f:h1471ih.txt.pdf



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

TP
EM
VSP
Susan Jolly
Tom Coasdale
Rocky Larson

March 11, 2005

OFFICE OF PUBLIC AND INDIAN HOUSING

Mr. Antonio Perez
Secretary-Executive Director
Housing Authority of the City of Milwaukee
P.O. Box 324
Milwaukee, WI 53201-0324

Dear Mr. Perez:

We are pleased to inform you that the Housing Authority of the City of Milwaukee's (HACM) proposal to establish a HOPE VI Endowment Trust for Community and Supportive Services for the FY 2000 Lapham Park HOPE VI Revitalization Grant is approved, including all supplemental information provided in response to HUD's requests.

Please be reminded that HACM is bound by the commitments made in the Endowment Trust documents and that it is the Housing Authority's responsibility to administer the Endowment Trust in a wise and prudent manner for eligible uses pursuant to the U.S. Housing Act of 1937, as amended. Please find enclosed the executed addendum to your HOPE VI Revitalization Grant Agreement for establishment of the Endowment Trust. Execution of the addendum incorporates your Endowment Trust as part of your Agreement. Please place the addendum with your Agreement and administer it accordingly.

If you have any questions, please feel free to contact Mr. Ron Ashford, Director of Community and Supportive Services, at (202) 708-0614 extension 4258, or Ms. Leigh van Rij, Community and Supportive Services Manager, at (202) 708-0614 extension 5788.

Sincerely,

Milan Ozdinec
Deputy Assistant Secretary
for Public Housing Investments

ADDENDUM TO HOPE VI REVITALIZATION GRANT AGREEMENT

(Endowment Trust)

This Addendum to the HOPE VI Revitalization Grant Agreement (the "Addendum") is made by and between the Housing Authority of the City of Milwaukee (the "Authority") and the United States Department of Housing and Urban Redevelopment ("HUD") as of the date of HUD's execution of this Addendum. This Addendum is hereby incorporated into and made part of the HOPE VI Revitalization Grant Agreement No. WI39URD002I100, dated December 8, 2000 ("Grant Agreement"). All references to the Grant Agreement, whether in the HOPE VI Grant Agreement or in this Addendum, shall be deemed for purposes of this Addendum to mean the Grant Agreement as modified and supplemented by this Addendum and will include any amendments hereto (unless the context requires otherwise).

Recitals

WHEREAS, HUD awarded a Fiscal Year 2000 HOPE VI Revitalization Grant (the "HOPE VI Grant") to the Authority for the redevelopment of the public housing development formerly known as Lapham Park pursuant to a revitalization plan approved by HUD (the "Revitalization Plan"). The Authority and HUD entered into a grant agreement for the HOPE VI funds (the "Grant Agreement");

WHEREAS, pursuant to the Revitalization Plan, the Authority is pursuing the development of a rental community known as "Townhomes at Carver Park;

WHEREAS, the Authority wishes to establish a fund with the Greater Milwaukee Foundation using HOPE VI Grant funds that will be used solely for certain limited purposes specified herein;

WHEREAS, this Addendum is intended to establish requirements with which the Authority must comply in order to place the HOPE VI grant funds into the Greater Milwaukee Foundation and set forth the purposes for which the funds in the Endowment Trust Account may be used.

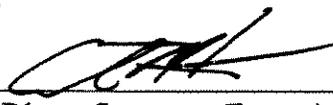
NOW, THEREFORE, the Authority and HUD hereby covenant and agree as follows:

1. The Authority hereby agrees to place into the Greater Milwaukee Foundation \$900,000 of the HOPE VI grant funds provided to the Authority pursuant to the Grant Agreement.
2. The \$900,000 in HOPE VI funds shall be released by HUD promptly following execution hereof and deposited by the Authority into the Greater Milwaukee Foundation account.
3. Funds placed in the Greater Milwaukee Foundation Account shall be utilized solely for planning, providing, and evaluating community and support services for the primary benefit of the public housing residents of Townhomes at Carver Park and former residents of the Lapham Park Housing Development in accordance with the Community and Supportive Services Plan approved by HUD; and such other uses as HUD may approve in writing.
4. The initial \$900,000 expended from the Endowment Trust Account shall be deemed to be HOPE VI grant funds.

5. Interest accrued on HOPE VI grant funds shall be deemed to constitute "Program Income", as defined in 24 C.F.R. Section 85.25. The Authority will ensure the use of such Program Income (a) during the grant period in accordance with 24 C.F.R. § 85.25 and Section 5.A.9 of the Mixed Finance Amendment, only for eligible program costs pursuant to the HUD-approved Revitalization Plan, and (b) after the end of the grant period, for eligible public housing program costs or other low-income housing purposes.
6. The Authority hereby agrees and acknowledges that this Addendum must be implemented in a manner consistent with all federal, state and local statutory, regulatory and executive order requirements applicable to public housing, and the Annual Contributions Contract between the Authority and HUD, as those requirements now exist or as they may be amended (collectively, "Public Housing Requirements") and all applicable requirements of the Grant Agreement.
7. The Authority shall provide HUD with an annual certification, certifying that the Authority has used the funds in the Endowment Trust Account in compliance with this Addendum.
8. This Addendum expressly survives the termination or closeout of the Grant Agreement. This Addendum shall remain in effect so long as any of the rental units of Townhomes at Carver Park remain subject to the ACC or until such time as all funds in the Endowment Trust Account have been expended in accordance with this Addendum, whichever shall be sooner. If this Addendum is terminated prior to all funds in the Endowment Trust Account having been expended, such funds shall revert to the Authority to be used for such purposes as the Authority may determine, subject to the restrictions in Section 3 hereof.
9. This Addendum may not be altered, modified, or rescinded without the written approval of HUD.

IN WITNESS WHEREOF, the parties have caused this Addendum to be duly executed as of the day and year last written below.

**THE HOUSING AUTHORITY OF THE CITY OF
MILWAUKEE**

By: 
Antonio M. Pérez, Secretary-Executive Director

Date: 12/14/04

**U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT**

By: 

Date: 3/10/05

CITY OF MILWAUKEE

Form CA-43

GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
PATRICK B. McDONNELL
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STUART S. MUKAMAL
THOMAS J. BEAMISH
MAURITA F. HOUREN
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MICHAEL G. TOBIN
DAVID J. STANOSZ
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DAWN M. BOLAND
KATHRYN M. ZALEWSKI

Assistant City Attorneys

March 22, 2005

Mr. Antonio M. Perez, Executive Director
Housing Authority of the Milwaukee
809 N. Broadway, 3rd Floor
Milwaukee, WI 53202

RE: Prayer at Resident Organization Meetings

Dear Mr. Perez:

In a series of emails sent to us in May, 2004, your senior staff asked for our assistance with respect to prayers being said prior to meetings of your Riverview Development Resident Organization ("RO"). Specifically, a Riverview resident has complained that, since the election of a new RO president, a fifteen (15) minute prayer period precedes the start of every RO meeting.

Your RO's are created pursuant to federal regulations found at Title 24 C.F.R. Part 964, where they are called "resident councils:"

The role of a resident council is to improve the quality of life and resident satisfaction and participate in self-help initiatives to enable residents to create a positive living environment for families living in public housing. Resident councils may actively participate through a working partnership with the HA to advise and assist in all aspects of public housing operations.

24 CFR § 964.100.

In order to receive funds from the U.S. Department of Housing and Urban Development (HUD), a resident council must meet certain requirements.

A resident council shall consist of persons residing in public housing and must meet each of the following requirements in order to receive official recognition from the HA/HUD,

and be eligible to receive funds for resident council activities, and stipends for officers for their related costs for volunteer work in public housing:

* * *

- (b) It must adopt written procedures such as by-laws, or a constitution...
- (c) It must have a democratically elected governing board...

With respect to its funding:

- (3) Funding provided by a HA to a duly elected resident council may be made only under a written agreement between the HA and a resident council, which includes a resident council budget and assurance that all resident council expenditures will not contravene provisions of law and will promote serviceability, efficiency, economy and stability in the local development. The agreement must require the local resident council to account to the HA for the use of the funds and permit the HA to inspect and audit the resident council's financial records related to the agreement.

24 CFR § 964.115. According to an introductory provision to Part 964, the funds come out of the Annual Contributions Contract you enter into with HUD. The regulations further provide that public housing authorities with 250 or more public housing units "shall officially recognize a duly elected resident council as the sole representative of the residents it purports to represent, and support its tenant participation activities." *Id.* § 964.18(a)

We understand that meetings of your RO's are generally held in common areas and meeting rooms at the development or one of its service agency partners. According to the set of by-laws provided to us, there is a schedule of regular business meetings for the RO, which take place after "a minimum of two (2) days and no more than twenty (20) days notice" is given "to all residents" of the development.

Most significant for purposes of our analysis is that regulation that mandates that federal funds be expended to support RO activities. 24 CFR §964.150 provides:

- (1) "The HA shall provide funds it receives for this purpose to the duly elected resident council at each development and/or those jurisdiction-wide councils eligible to receive the resident portion of the tenant services account to use for resident participation activities.... This will guarantee the resources necessary to create a bona fide partnership among the duly elected resident councils, the HA and HUD. Where both local and

Mr. Antonio M. Perez, Executive Director
March 22, 2005
Page 3

jurisdiction-wide councils exist, the distribution will be agreed upon by the HA and the respective councils.”

The gist of the provision is that the RO is intended to be a “bona fide partner” of HUD’s, and yours, and its activities are funded, at least in part, by federal funds.

To withstand constitutional scrutiny, appropriations of public funds must be used for a public purpose. The Wisconsin legislature has declared that the activities of Wisconsin’s housing authorities are public purposes for which public money may be spent. Wis. Stat. §66.1201(2). However, where those activities violate provisions of the state or federal constitutions, they will be stuck down by the courts.

The constitutional provisions applicable to your inquiry are as follows:

United States Constitution, First Amendment [made applicable to the States by the Fourteenth Amendment]:

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof

Wisconsin Constitution, Article I, Section 18:

The right of every man to worship Almighty God according to the dictates of conscience shall never be infringed; nor shall any person be compelled to attend, erect or support any place of worship, or to maintain any ministry, without consent; nor shall any control of, or interference with, the rights of conscience be permitted, or any preference be given by law to any religious establishments or modes of worship; nor shall any money be drawn from the treasury for the benefit of religious societies, or religious or theological seminaries.

The Wisconsin Supreme Court has remarked that the language of Article I, Section 18, of the Wisconsin Constitution, while “more specific than the terser” clauses of the First Amendment, carries the same import: both provisions “are intended and operate to serve the same dual purpose of prohibiting the ‘establishment’ of religion and protecting the ‘free exercise’ of religion. . . .” *State ex rel. Holt v. Thompson*, 66 Wis.2d 659, 676, 225 N.W.2d 678 (1975), quoting *State ex rel. Warren v. Nusbaum*, 55 Wis.2d 316, 332, 198 N.W.2d 650 (1972).

While we are unaware of any case that addresses the particular facts presented here, the points of law controlling First Amendment issues can be applied. The Wisconsin Attorney General summarized the law when responding to a University of Wisconsin chancellor’s question

Mr. Antonio M. Perez, Executive Director
March 22, 2005
Page 4

concerning the lawfulness of pre-game prayers prior to college football games. Citing to numerous U.S. Supreme Court and Wisconsin court cases, that opinion states:

“The First Amendment requires the state to be neutral in its relations with groups of religious believers and non-believers alike. *School District of Abington Tp., Pa. v. Schempp*, 374 U.S. 203, 216 (1963). Thus, the government is proscribed not only from favoring specific denominations, but also from promoting all religion:

Just as the right to speak and the right to refrain from speaking are complementary components of a broader concept of individual freedom of mind, so also the individual's freedom to choose his own creed is the counterpart of his right to refrain from accepting the creed established by the majority. At one time it was thought that this right merely proscribed the preference of one Christian sect over another, but would not require equal respect for the conscience of the infidel, the atheist, or the adherent of a non-Christian faith such as Mohammedism or Judaism. But when the underlying principle has been examined in the crucible of litigation, the Court has unambiguously concluded that the individual freedom of conscience protected by the First Amendment embraces the right to select any religious faith or none at all. *Wallace v. Jaffree*, 105 S. Ct. 2479, 2488 (1985).

The constitutionality of a practice challenged under the establishment clause must be analyzed by use of a three-part test. To survive constitutional scrutiny, the practice must have a secular purpose; its principal effect must be one that neither advances nor inhibits religion; and the practice must not foster an excessive government entanglement with religion. *Lemon v. Kurtzman*, 403 U.S. 602, 612-13 (1971). If the practice under challenge violates any one of these three principles, it must be struck down under the establishment clause. *Stone v. Graham*, 449 U.S. 39, 40-41 (1980).

It is by now well established that any type of prayer sessions endorsed or even permitted by policy or practice in public elementary and secondary schools violates the establishment clause. This point of law has been rigorously applied by the courts, ...”

Opinion of Wisconsin Attorney General to Irving Shain, Chancellor, OAG 17-86, 1986 WL 288955 (May 29, 1986).

In one of the cited cases, it was held that a school may not permit students to pray at the opening of assembly programs, even if the programs are run by the student council and attendance is not mandatory. In another, the reciting and singing of a school prayer at pep rallies and athletic events was deemed unconstitutional despite the facts that attendance at the game and participation in the prayer were both voluntary and the school's contention that there were secular purposes and non-religious beneficial effects of the prayer on the student body.

Mr. Antonio M. Perez, Executive Director
March 22, 2005
Page 5

In both of these cases, the courts concluded that the challenged activity failed under at least one of the three parts of the *Lemon* test and, therefore, constituted an Establishment Clause violation. The 'purpose' part of the *Lemon* test unquestionably forbids practices which have a 'pre-eminent purpose' that is religious in nature. Although your inquiry does not discuss the purpose of the RO prayer described, the circumstances under which it is undertaken strongly suggest that the prayer is offered for traditional religious reasons. Prayer most commonly refers to the inherently religious exercise of invoking the deity for purposes of praise, thankfulness or assistance. If this is a pre-eminent reason for offering the prayer prior to the start of the RO meetings, the activity has an impermissible religious purpose. A school district or other governmental body cannot seek to advance non-religious goals and values, no matter how laudatory, through religious means. *Abington School District v. Schempp, supra*, 374 U.S. at 278, 83 S. Ct. at 1601.

The lone example of prayer found by the Supreme Court not to have violated the Establishment Clause of the First Amendment was the non-sectarian prayer led by a chaplain at the opening of each session of the Nebraska legislature. In *Marsh v. Chambers*, 463 U.S. 783, 103 S. Ct. 3330, 77 L.Ed.2d 1019 (1983), the high court ruled that the "unique history" of state and federal legislature's practice of opening sessions with prayer was "no real threat" to the Establishment Clause. The Court concluded that "[t]o invoke Divine guidance on a public body entrusted with making the laws is not, *in these circumstances*, an 'establishment' of religion." *Id.* at 792 (emphasis added).

We think it unlikely, however, that a court would determine that prayers prior to RO meetings constitute "legislative prayer" of the type sanctioned in *Marsh*. To date, courts have not extended the "legislative prayer" exception beyond the elected bodies of political subdivisions. *See, Wynne v. Town of Great Falls, S.C.*, 376 F.3d 292 (4th Cir. 2004) (town council meetings); *Snyder v. Murray City Corp.*, 159 F.3d 1227 (10th Cir. 1998)(city council meetings).

Moreover, even were a court to hold that prayer prior to an RO meeting constituted "legislative prayer," the *Marsh* Court emphasized that the legislature prayer at issue there did not attempt "to proselytize or advance any one, or to disparage any other, faith or belief." 463 U.S. at 794-95. *See also County of Allegheny v. ACLU Greater Pittsburgh Chapter*, 492 U.S. 573, 603, 109 S. Ct. 3086, 106 L.Ed.2d 472 (1989), (citations omitted) ("not even the 'unique history' of legislative prayer can justify contemporary legislative prayers that have the effect of affiliating the government with any one specific faith or belief").

Although you have not related the specific nature or content of the prayers offered prior to RO meetings, given the length of the prayer period you describe, we suspect the prayers are likely sectarian, at least in part, and thus also unconstitutional on that basis. Consequently, the Riverview Development RO should be informed of the content of this opinion and directed to

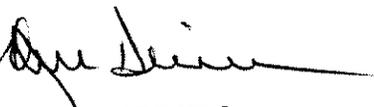
Mr. Antonio M. Perez, Executive Director
March 22, 2005
Page 6

discontinue any sectarian prayer. If we can provide any other assistance respecting this matter, please let us know.

Very truly yours,



GRANT LANGLEY
City Attorney



JOHN J. HEINEN
Assistant City Attorney

JJH/nw:ms

c: Steve Falek
Susan July

1031-2004-1497:89920

CITY OF MILWAUKEE

Form CA-43

GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD
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Assistant City Attorneys

January 28, 2005

Mr. Antonio M. Perez
Executive Director
Housing Authority of the City of Milwaukee
809 N. Broadway, 3rd Floor
Milwaukee, WI 53202

RE: Releasing Property Upon Death of Resident

Dear Mr. Perez:

Periodically, this office has been asked to provide guidance regarding the legal rights of the relatives of Milwaukee Housing Authority (HACM) residents to access or claim the resident's property in the event of the resident's death, or when a legal abandonment of their rental unit occurs. Similar questions asked by a previous HACM Executive Director elicited Opinions of the City Attorney dated January 6, 1977, and February 20, 1978. Copies of these earlier opinions are enclosed here for your convenience. The central concern in all these requests is that HACM development managers are too often confronted with personal property ownership issues when residents pass away unexpectedly. Immediate concerns about funeral arrangements and burial are complicated by a lack of living relatives or the absence of express directions left by the deceased detailing their wishes. A sizeable percentage of elderly public housing residents die without a will or a surviving spouse.

These issues recur over time because, unlike much of the landlord/tenant relationship in public housing, the U.S. Department of Housing and Urban Development has elected not to issue regulations in this area, perhaps preferring not to intrude into the realm of probate matters, an area of the law historically a state's concern rather than the federal government's. *Zschernig v. Miller*, 389 U.S. 429, 440, 88 s. Ct., 664, 670-671, 19 L.Ed.2d 683 (1968). Consequently, in the case of abandoned property, the relevant statutory authority remains Wis. Stat. s. 704.05(5) today, as it was in 1977¹. The statute

¹ This statute was amended in 1994, pursuant to 1993 Wis. Act 374. However, the changes only removed the previous \$100 value threshold and amended the timelines for tenant repossession.

provides that the landlord is authorized to enter and remove to storage any remaining personal property, with written notice to the tenant within 10 days "after the charges begin." The landlord may sell the property if the tenant fails to repossess it within 30 days after the notice is served. The landlord also acquires a lien-holder's right to retain the costs of removal, storage, and sale from the proceeds of the sale.

As we wrote in 1977, there is no comparable statutory provision detailing the rights and obligations of a landlord in cases where property is left by a tenant who dies. We can offer you no greater assurance now than we could then, that turning over a decedent's property to the first person who represents themselves as legally entitled to it won't violate a rule of intestate succession or the sensitivities of the next person who appears making similar representations. Removing the property to a storage facility and contacting this office to identify which relative among several sits atop the hierarchy of a decedent's surviving heirs is still the most prudent course.

However, in the second Opinion of the City Attorney we enclose, 78 OCA 211, we discussed the pros and cons of having each resident name a "sponsor" who would "be legally responsible for...disposal of personal property in case of lease termination." While the concern at the time focused on accomplishing service of process and collecting delinquent rent, the concept of sponsorship may be appropriate for accessing and disposing of personal property upon the death of a tenant. Though we concluded that such a sponsorship could not be required of public housing residents, we recommended that you ask your elderly residents to designate a responsible person to entrust with attending to the resident's property when the resident is no longer able.

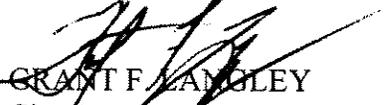
We are aware that HACM currently asks its tenants to designate an "emergency contact" on a form maintained in each tenant file. To help address the matters discussed here, we have drafted a similar form, entitling it: 'Disposition of Personal Property,' on which residents can designate a person or organization to assist management in the disposition or removal of a deceased resident's personal property. We have included it here and recommend it for your consideration.

We hope that use of the Disposition of Personal Property form will resolve the majority of the problems and issues your managers face with respect to deceased tenant's personal

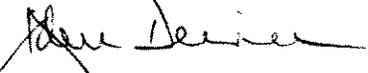
Antonio M. Perez
Releasing Property Upon Death of Resident
Page 3

property. As previously noted, this office stands ready to assist you with any additional questions you may have.

Very truly yours,



GRANT F. LANGLEY
City Attorney



JOHN J. HEINEN
Assistant City Attorney

JJW/nw

Encl.
c: Armando Gutierrez
1031-2002-2831 : 89645



Emergency Information/Disposition Of Personal Property Forms

As part of our ongoing efforts to ensure your safety and the proper disposition of your property in the case of your death or abandonment of your unit, **we are requesting your assistance in the development of our emergency plans.** Please identify one or two emergency contacts in the spaces below. We also need to know who will need special help in an emergency and who will attend to your personal property should you die during your tenancy. It is very important that you cooperate with management in filling out this form.

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For more information or assistance, please contact Mary Falek, 504 Coordinator for the Housing Authority at (414) 286-5678 (voice) or (414) 286-3504 (TDD). Ms. Falek may also be reached by writing to her in c/o of Housing Authority, P. O. Box 324, Milwaukee, WI 53201 or you may e-mail her at mfalek@hacm.org.



Equal Housing Opportunity

EMERGENCY INFORMATION

Resident _____ Phone # _____
Address _____ Date _____
Unit # _____

PERSON TO BE CALLED IN AN EMERGENCY

1. Name _____
Address _____
Telephone _____ Relationship _____

2. Name _____
Address _____
Telephone _____ Relationship _____

Personal Doctor _____ Hospital _____

1. Do you have a disability or any other condition that would impair your ability to evacuate in an emergency, i.e., can't walk well, sight impaired, hearing impaired, on oxygen, etc.? YES _____ NO _____

Disability/Condition _____

2. What special equipment do you have that would be affected if there was an electrical failure or a need to evacuate your building?

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For more information or assistance, please contact Mary Falek, 504 Coordinator for the Housing Authority at (414) 286-5678 (voice) or (414) 286-3504 (TDD). Ms. Falek may also be reached by writing to her in c/o of Housing Authority, P. O. Box 324, Milwaukee, WI 53201 or you may e-mail her at mfalek@hacm.org.



Equal Housing Opportunity

DISPOSITION OF PERSONAL PROPERTY

In the event of my death or abandonment of the premises, I request that HACM Management notify the following person or organization to remove all of my clothing, furniture and other personal property from the premises. I also request that the following person or organization be refunded any moneys due me as a result of the rental unit being vacated by the named designee. If no designee is listed or should the named designee fail to remove my belongings from the premises within a reasonable time, as determined by Management, then Management is authorized to remove and dispose of my belongings as provided by statute. This form is not intended to conflict with or supersede Wis. Stats. Chapters 852 and 853. By designating a person or organization below, I am acknowledging that I have made no will or power of attorney with any inconsistent provision.

1. Name _____
Address _____
Telephone _____ Relationship _____

Designee's Signature _____ Date _____

(DESIGNATION IS COMPLETELY VOLUNTARY. THIS IS NOT A HUD REQUIREMENT.)

_____ RESIDENT	_____ DATE
_____ MANAGER	_____ DATE

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For more information or assistance, please contact Mary Falek, 504 Coordinator for the Housing Authority at (414) 286-5678 (voice) or (414) 286-3504 (TDD). Ms. Falek may also be reached by writing to her in c/o of Housing Authority, P. O. Box 324, Milwaukee, WI 53201 or you may e-mail her at mfalek@hacm.org.



Equal Housing Opportunity

CITY OF MILWAUKEE

JAMES B. BRENNAN
City Attorney

DAVID A. FELGER
Deputy City Attorney



OFFICE OF CITY ATTORNEY

800 CITY HALL
MILWAUKEE, WISCONSIN 53202
278-2601

January 6, 1977

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THOMAS E. HAYES
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JAMES E. FITZGERALD
THOMAS R. COOPER
BEVERLY A. TEMPLE
RUDOLPH M. KONRAD
LAWRENCE O. ANDERSON
REYNOLD S. RITTER
Assistant City Attorneys

Mr. William Ryan Drew
Executive Director and Secretary
Housing Authority of the City of Milwaukee
734 North Ninth Street
Milwaukee, Wisconsin

Dear Mr. Drew:

This opinion is in response to your letter of November 22, 1976 in which you asked what are the Housing Authority's rights and obligations in reference to the removal and disposal of personal property left in housing units by tenants who have abandoned the units or who have died while living in the units.

The rights and obligations of a landlord regarding the removal and storage of property left by tenants who have abandoned the premises are defined in Sec. 704.05(5), Wis. Stats. That section provides two procedures: one to be used when the apparent total value of the property is less than \$100 and another to be used when the apparent value of the property is \$100 or more.

When the apparent total value of the property is less than \$100 the landlord may, without giving notice to the tenant, remove the property from the dwelling unit and store the property either on or off the premises. Once the landlord has removed and stored the property, he acquires a lien on the property for the actual cost of removal and storage or the reasonable value of the storage. To dispose of the property the landlord is required to give the tenant notice either personally or by ordinary mail addressed to the tenant at his last known address. The notice is to state the landlord's intent to dispose of the property by sale or other appropriate means if the property is not repossessed by the tenant within five days of personal service or within eight days of the date of mailing. If the

Mr. William Ryan Drew

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January 6, 1977

tenant does not repossess the property within the specified time the landlord may then dispose of the property by a private or public sale or any other appropriate means. If the property is sold by the landlord he may deduct from the proceeds of the sale any costs of the sale and any storage charges. He is then required to send the balance of the proceeds to the tenant by registered mail addressed to his last known address. If the proceeds are returned to the landlord and are not claimed within six months after the date on which the tenant vacated the premises, the proceeds belong to the landlord.

If the abandoned property has an apparent total value of \$100 or more, the landlord may remove the property from the dwelling unit and place it in storage without notice to the tenant. In this case also the landlord acquires a lien on the property for the actual cost of removal and storage or the reasonable value of such storage. However, unlike the cases where the property is valued under \$100, the lien can be foreclosed only by sale of the property in conformity with Sec. 409.504, Wis. Stats., which governs a secured party's right to dispose of collateral after default. Provisions of Sec. 409.504 are too complicated to explain in a short opinion letter and for the Housing Authority to comply with the requirements of Sec. 409.504 would require the advice and assistance of the City Attorney's office. Consequently, in the event the Housing Authority desires to sell abandoned property with an apparent value of \$100 or more it should consult the City Attorney's office for advice on how to sell the property in compliance with Sec. 409.504.

There is no provision comparable to Sec. 704.05(5), Wis. Stats., governing the rights and obligations of a landlord in cases where property is left by a tenant who dies. The ownership of the property left by a decedent is governed by the Wisconsin Probate Act. That Act tells who inherits property when an individual dies without a will and provides that if the person dies with a will the property is to be turned over to the personal administrator. If a tenant dies and no relative petitions for a letter of administration there is no one person to whom the Housing Authority can safely turn over the property. When the property is of little value and there has been no personal administrator appointed the only recourse the housing manager has is to use his own judgment as to whom to turn over the

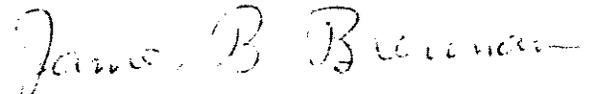
Mr. William Ryan Drew

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January 6, 1977

property. If he is familiar with the relatives of the deceased and they request the property he should turn it over to them. If, however, it is apparent that the property is of some value, the housing manager should contact the City Attorney's office for guidance in deciding to whom to turn over the property. Because of the complexity of the laws covering wills and intestacy no more detailed answer can be given. It should be noted, however, that in cases where a tenant dies leaving property the landlord may remove such property from the apartment and place it in storage until such time that it is claimed by a proper party.

Very truly yours,



JAMES B. BRENNAN
City Attorney



RUDOLPH M. KONRAD
Assistant City Attorney

RMK:t

CITY OF MILWAUKEE



OFFICE OF CITY ATTORNEY

800 CITY HALL
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278-2601

February 20, 1978

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RUDOLPH M. KONRAD
REYNOLD S. RITTER
SANDRA S. RUFFALO
Assistant City Attorneys

Mr. William Ryan Drew
Commissioner
Department of City Development
734 North 9th Street
Milwaukee, Wisconsin 53233

Dear Mr. Drew:

Re: Legal Questions Concerning Housing
Project for the Elderly

This is written in response to your letter dated November 23, 1977, in which you ask two questions concerning the housing for the elderly. The first of these questions is as follows:

"1. May the Housing Authority change apartment and mail box locks in case of death and not allow entry into the individual unit until an administrator appears?"

This matter has been discussed in an opinion from this office dated January 6, 1977, signed by Rudolph M. Konrad. For your convenience, I have attached a copy of that opinion hereto. It is quite clear that the Housing Authority could change the locks on the subject apartments until such time as a proper legal representative appeared. I believe that the real problems with such a position would be administrative, and I direct your attention to Mr. Konrad's comments in his opinion of January 6, 1977. In particular, he points out that there is no easy answer to the question of the method for disposal of personal property of a tenant when the tenant dies. He points out further in that opinion that it is imperative that the housing manager use his own judgment concerning this matter. The Housing Authority could store these personal possessions in a secure area until such time as a personal representative comes forward and it is not necessary that the apartment itself be locked so as to prevent its

Mr. William Ryan Drew

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rental to another tenant.

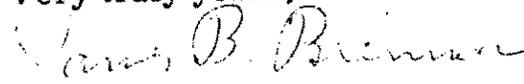
The second question which you ask is follows:

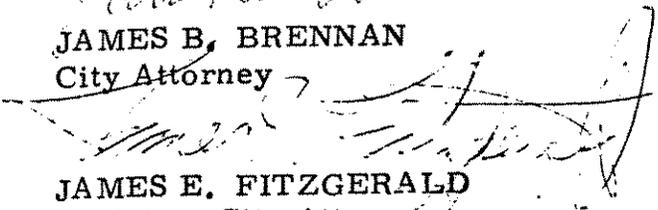
"2. May the Housing Authority insist on a sponsorship type program at initial apartment leasing, annually revised and updated, where a family or personal friend can legally be responsible for the handling of vacate notices payment of rental balances and disposal of personal property in case of lease termination."

Although it may, from an administrative standpoint, be desirable to have a sponsor with legal authority appointed for every tenant in an elderly housing project, it appears to be impossible to require that. In order for a sponsor to be legally responsible for the handling of vacate notices, payment of rental balances and disposal of personal property in case of lease termination, it would be necessary for that sponsor to have a power of attorney signed by the tenant. It would appear to be too great an infringement upon the rights of the elderly to require them to sign such a power of attorney prior to becoming an occupant of a public housing project. It would appear that the best that you can do in this regard is to request the elderly person to provide the authority with the name of a responsible party who is entrusted with caring for the elderly's problems if it becomes impossible for that party to do so.

If you have any further questions concerning these matters, please feel free to contact the undersigned.

Very truly yours,


JAMES B. BRENNAN
City Attorney


JAMES E. FITZGERALD
Assistant City Attorney

JEF:i
Enc.

CITY OF MILWAUKEE

Housing Management Division
Interdepartmental Correspondence

September 5, 2002

MEMO TO: Grant Langley
Office of the City Attorney

FROM: Tony Perez, Executive Director *A.M.P.*
Housing Authority of the City of Milwaukee

SUBJECT: Request for Legal Opinion

CITY OF MILWAUKEE
RECEIVED
CITY ATTORNEY
02 SEP 11 PM 2:06

We are requesting an opinion from your office regarding the legal requirements for giving access to a dwelling unit and/or releasing property to the family upon the death of a Housing Authority resident. Our property managers are often confronted with requests for access to the property to assist the family with making funeral arrangements or to retrieve records or other personal property.

We posed this question to Assistant City Attorney Heinen, who indicated that a review of probate law would be required necessitating this formal request for opinion. Your prompt attention and response to this request will be appreciated. Please contact Ms. Beverly Johnson at 286-5825 if you require additional information.

c: Beverly Johnson
Housing Management

L	CDSE	PF	OEGS
<i>DPH</i>	9-11-02		
TO:	Heinen		
<i>DPH</i>	9/12/02		
(IF LESS THAN 15)	A		
15	30	90	N/A

JOK

HA: SBF:ab (Memo Folder) Request for Legal Opinion 9-5-02

1031-2002-2831



PO Box 189
189 Commerce Court
Cheshire, CT 06410-0189

203 272-8220 or 800 873-0242
fax 203-271-2265
www.housingcenter.com

We understand that public housing is about more than just bricks and mortar. Public Housing is about the residents that we serve. Housing Authorities try to offer as many services as they can with the limited funding they are provided. Here are two services from HAI Group you can implement at **no cost** to your authority.

- 1) **College Scholarship Program** - HAI Group is giving away money for college scholarships! And YES, adults can apply (as well as recent high school graduates). Rules and applications are available on our website. Deadline for applications is April 30. Four scholarships will be awarded.
- 2) **Renters Insurance program** - Public housing authority members of HAI Group, concerned with this issue, asked us to create a Renters Insurance Program for residents of public housing. We listened, and are pleased to provide you with the enclosed information.

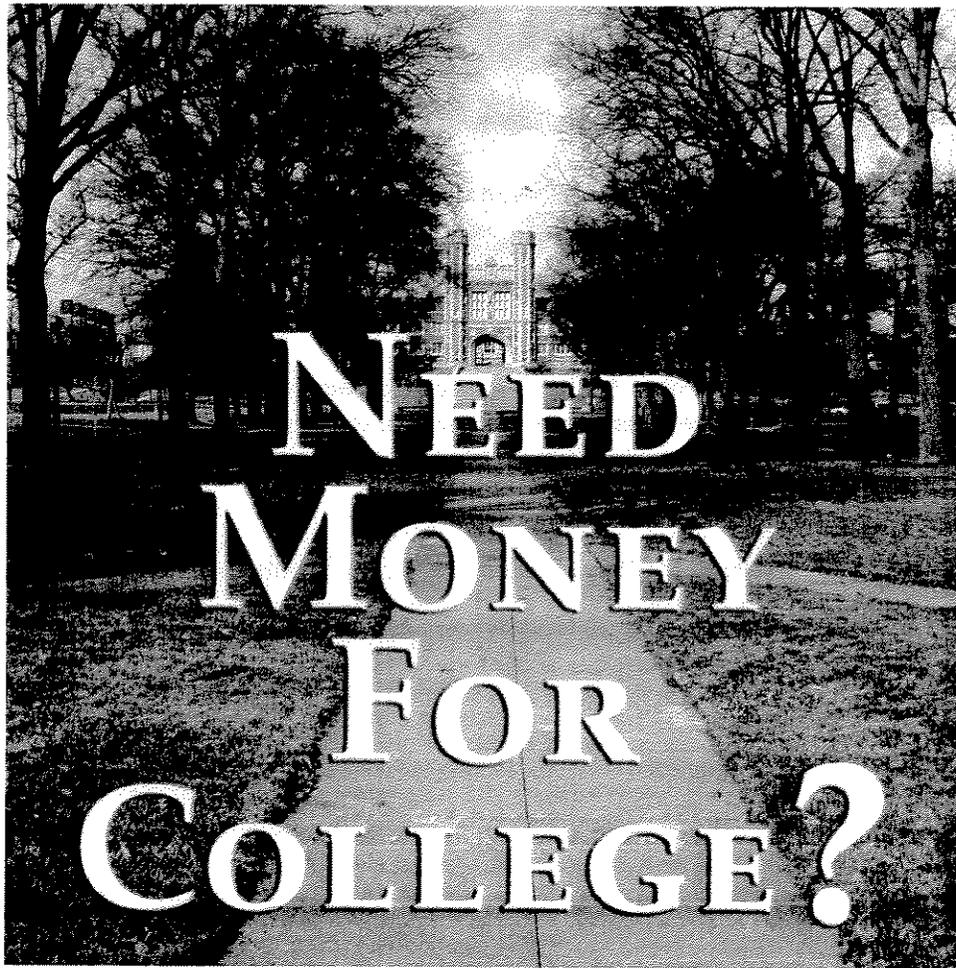
Your housing authority's insurance policy usually cannot replace items owned by the residents. Recent hurricanes left many renters uninsured. Fires can be just as disastrous. We are saddened when a resident loses everything, and then finds there is no insurance coverage to help them replace their belongings. We hope we can help you to educate and inform our residents about what they can do to protect themselves, before it is too late.

Enclosed is a flyer about renters insurance, and why coverage is needed. Your residents would call us directly with questions. We offer a toll free number to anyone interested in obtaining a quotation. No one can be rejected, as long as coverage is offered in your state. The policy provides coverage for residents belongings, as well as \$25,000 of personal liability insurance. Residents may use money orders, checks, credit cards or automatic checking account withdrawals to make annual payments. Installment payments are available with credit card or automatic checking account withdrawals.

Suggestions on how you can help get the word out to residents about these programs:

- Insert Flyer in Resident Orientation Packets
- Distribute at Initial Lease-up and Recertification
- Hang the Flyer on your bulletin boards
- Place information at your reception desk
- Publish information contained in flyer in your PHA newsletter
- Post information on your PHA website
- Mailer information with rent statements

Feel free to duplicate this material as needed. Should you require additional copies for distribution, you may contact us and order quantities up to 50 at a time. Simply call (800) 873-0242, x 454. We will send them to you at no cost. You may download these documents and additional educational resources from our website at www.housingcenter.com, or if you prefer we can email you a scanned version of the documents (in acrobat .pdf format) so that you may print them at your convenience.



Housing Authority Insurance Group's Resident Scholarship Program can help.

The program is for residents of HAI Group member housing authorities and awards scholarships each year to qualified recipients. If you are a high school senior, have at least a 2.5 GPA (C+ letter grade average), and are a resident of a PHA that is a member of our insurance program, you qualify.

For more information, call your public housing authority, or visit us online at www.housingcenter.com and click the **Resident Scholarship Program link** on the bottom right of the homepage. You can also call us at 800-873-0242, ext. 639. But hurry, applications must be received by **April 30, 2005**.



Housing Authority
Insurance Group



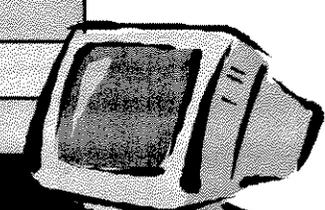
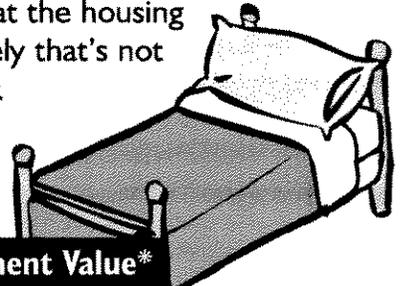
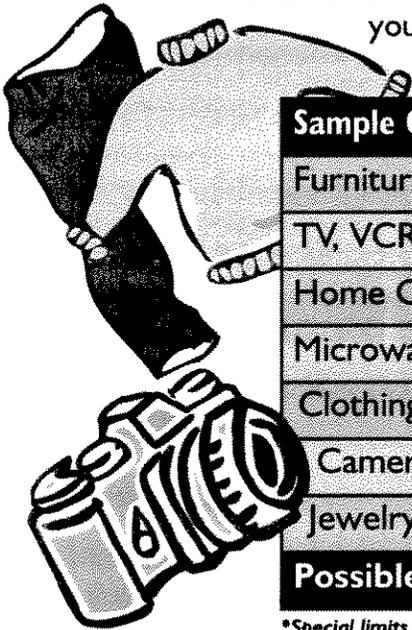
Housing Authority
Insurance Group

Protect Your Valuables with Renter's Insurance

This may come as a surprise, but the housing authority's insurance generally does not cover your personal property. Your valuable possessions are not protected without Renter's Insurance.

Ask yourself this: If your clothes, TV, stereo, jewelry, furniture, and computer were destroyed in a fire, would you be able to replace them? If you said no, you need Renter's Insurance. Many renters are under the impression that the housing authority's policy also covers their personal belongings. Unfortunately that's not normally the case, and they don't often find out until after a disaster.

Renter's Insurance provides the security of knowing that if you lost everything today, you wouldn't be forced to start from scratch.



Sample Contents Valuation	Replacement Value*
Furniture (bedroom, living room, kitchen)	\$ 5,000
TV, VCR, Stereo, Tapes, DVDs and CDs	1,800
Home Computer	1,500
Microwave	150
Clothing	3,700
Camera	100
Jewelry	250
Possible Value of Your Items	\$ 12,500

*Special limits of liability apply to certain types of property.

If you are forced out of your apartment due to a fire, burst pipes, or other reasons listed under your renter's policy, this insurance will also cover you for "additional emergency living expenses." Generally, that means paying for you to live elsewhere while your apartment is under repair. This coverage has a limit of 20 percent of the total value of the policy. So, if you're insured for \$10,000, your "additional living expenses" limit will be \$2,000. The policy will continue to pay up to the additional living expense limit while your home is being repaired or rebuilt, or until you permanently relocate.

Renter's Insurance includes \$25,000 of Personal Liability Insurance to protect you against lawsuits for bodily injury or property damage. The policy also offers limited coverage should a guest accidentally get injured while visiting you in your apartment unit.

Coverage starts at \$152 per year. For a quote, contact 800-873-0242, ext. 454.

Basic renter's insurance is underwritten by Balboa Insurance Company (Meritplan Insurance Company in CA and LA). Terms, conditions, limitations, and exclusions apply. Please see policy for complete details.



Housing Authority
Insurance Group

RENTERS INSURANCE PROGRAM FOR RESIDENTS

1- Your Name _____ 2- Today's Date _____
(first, middle initial, last) (MM/DD/YYYY)

3- Address _____ 4- City _____ State _____
(w/ apartment or unit number - no P.O. Boxes)

5- Zip _____ 6- Effective date will be determined when payment received

7- Base Premium Rate - Annual Premiums (check one)

Contents Coverage Limit	Premium
\$ 10,000	\$ 152.00 <input type="checkbox"/>
\$ 20,000	\$ 230.00 <input type="checkbox"/>
\$ 30,000	\$ 308.00 <input type="checkbox"/>
\$ 40,000	\$ 386.00 <input type="checkbox"/>

8- Personal Liability Option - Annual Premiums (check one)

\$25,000 limit	\$50,000 limit	\$100,000 limit
\$ Included	\$ 9.00 <input type="checkbox"/>	\$ 17.40 <input type="checkbox"/>

9. Total Premium (add item 7 plus item 8): _____

10. Payment Method - You may pay by credit card, check or money order.

Please call us to use credit card payment method at (800) 873-0242, ext. 454

Make check or money order payable to **Balboa Insurance Company** and mail to:

P. O. Box 189, Cheshire, CT 06410

Notes:



REVISED

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, APRIL 28, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the March 17th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - Summit Planning Update
 - City Attorney Opinion-Releasing Property upon Death of Resident
5. New Business:
 - City Attorney Opinion-Prayer at RO Meetings
 - Housing Authority Insurance
 - Update from Capitol Hill
6. Other Business
7. Next meeting Thursday, May 26, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes March 17, 2005
- ⇒ Agenda April 28, 2005
- ⇒ Vacant Unit Status Report 3/25/05
- ⇒ Hope VI Endowment Trust Fund
- ⇒ City Attorney Opinion-Prayer at RO Meetings
- ⇒ City Attorney Opinion-Releasing Property Upon Death of Resident
- ⇒ Housing Authority Insurance
- ⇒ Update from Capitol Hill

Handouts at meeting:

- ⇒ Summit Meeting Minutes 4-19-05
- ⇒ Directions to New Drop Box Location
- ⇒ Tax Refund Intercept Program letter

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board April 19, 2005 Summit Planning Mtg

Resident Advisory Board Members

***Sherri Reed-Daniels - RAB
Chairperson, Hillside***

***James Wahl- RAB Vice-Chair,
Westlawn***

***Roy Tillery- RAB Treasurer, Arlington
Court***

***Felicia Beamon - Highland Park,
HACM Board of Commissioners***

***Rev. Luci Gaynor-Hunter - Convent
Hill***

Audrey Harris - Mitchell Court

***Rosetta Johnson-Participant Rent
Assistance Program - Northlawn***

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

***Lena Mitchell-Resident, Mitchell
Court***

Patricia Montgomery -Locust Ct

***Mulissa Myrick-Highland Park
Family***

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

***Ann Wilson- Hillside Terrace, HACM
Staff***

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Roy Tillery, Patricia Montgomery, Audrey Harris, Ann Wilson, Lena Mitchell, Rosetta Johnson, Felicia Beamon, James Wahl, Dale Peterson, Sandra Speed, Julia Perkins, Mindy Biedrzycki and Steve Falek

Steve reported that he would have someone from NAHRO as the keynote speaker and Tony Pérez will be doing the welcome and introductions.

Pat Montgomery, Roy Tillery, James Wahl and Rosetta Johnson volunteered for registration.

Lena Mitchell, Audrey Harris and Felicia Beamon volunteered to do the continental breakfast.

Mindy will arrange for three to four HACM staff to take notes and ask Fran Aring to take pictures.

The discussion will be broken down into two areas: affecting Section 8 is the reform proposal in the Senate that calls for simplifying the rent determination process and a term limit provision and affecting public housing is the operating fund rule and rent reform that could result in \$1million funding cut.

Dale Peterson, Sandra Speed and Audrey Harris are working on the survey. Suggestion made to hand out survey at end of day and allow 15 minutes to fill out so they could be collected right away. Ann would like to meet with Steve to talk in more detail about the content of the survey. Steve stated that he would like to see the survey used to get feedback from the residents on what services are most important to them and Ann added that it should also be used to find out from residents what they think the most reasonable approach is to helping make up the difference. He would also like to be able to show to



State of Wisconsin • DEPARTMENT OF REVENUE

2135 RIMROCK ROAD • P.O. BOX 8901 • MADISON, WISCONSIN 53708-8901

FAX (608) 261-6226 <http://www.dor.state.wi.us>

CITY OF MILWAUKEE
2005 APR 13
OFFICE OF
CITY ATTORNEY

April 11, 2005

John J. Heinen
City of Milwaukee, Office of City Attorney
800 City Hall
200 East Wells Street
Milwaukee, WI 53202-3551

Dear John,

As was previously communicated, DOR recently examined the eligibility of county and municipal housing authorities for participation in DOR's Refund Interception Program, authorized by Wis. Stat. 71.935.

Our perspective at this time is to continue to allow county and municipal housing authorities to participate in the program, although not without some reservations. In our estimation, housing authorities are distinct entities, separate and apart from the municipal or county bodies that formed them. However, we also recognize that housing authorities are created by, and often closely interwoven with, their applicable county or municipality. Accordingly, we will continue to process housing authority debts for the purposes of the setoff program.

Please be aware that the decision to participate in the program by the Housing Authority of the City of Milwaukee (HACM) is not without some risk. While we have not heard of any legal challenge contesting this issue, such a challenge is not outside the realm of possibility. Any legal action would be brought against HACM, as stated in Wis. Stat. 71.935(3). Please forward this notification to your clients at HACM.

As a long-term solution, the department will pursue a revision to Wis. Stat. 71.935 that explicitly authorizes housing authorities to participate in the refund interception program.

If you have any questions or concerns regarding this issue, please feel free to contact me via phone at 608-266-8517, or e-mail at fbahr@dor.state.wi.us.

Sincerely,

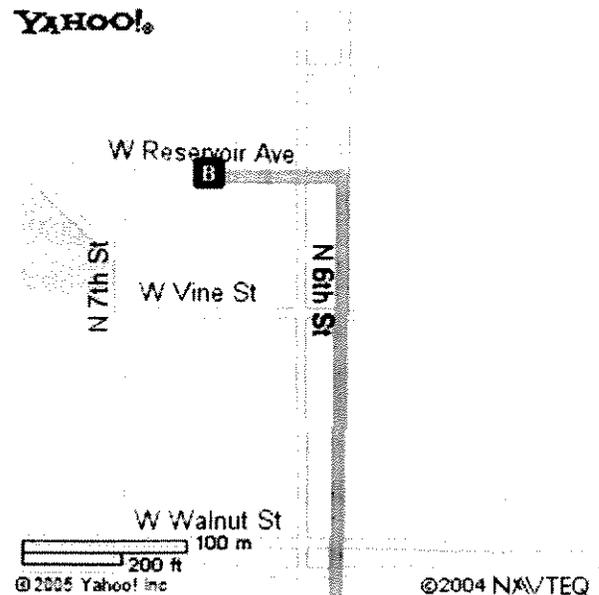
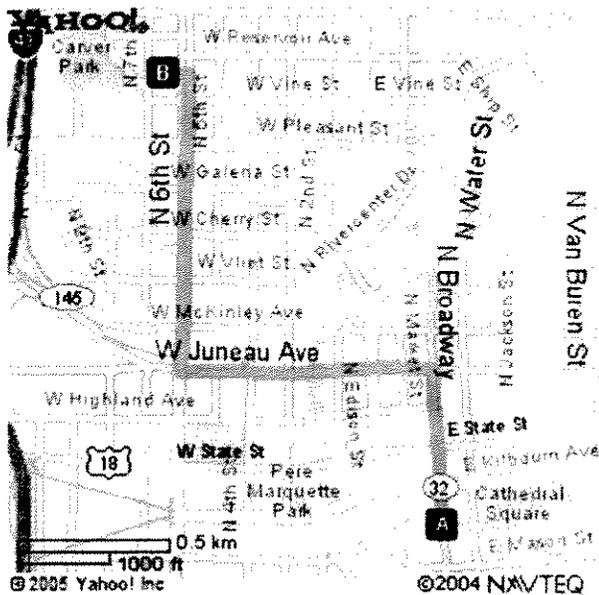
Fred Bahr
Refund Interception Coordinator
Wisconsin Department of Revenue

NEW RENT DROP OFF LOCATION 650 W. Reservoir Avenue

As of May 1, 2005, rent payments will no longer be accepted at the drop box located at 809 N. Broadway. Please drop your May rent and all future rent off at the new drop box located at the Community Services Building, 650 W. Reservoir Avenue.

If you are using the bus, walk over to Wisconsin Avenue and take any West bound bus to 6th Street. At 6th Street, take the #80 North bound bus to 6th and Reservoir.

If you are driving, follow the map and directions below:



Start at A – 809 N. Broadway, go North to E. Juneau Ave., turn Left onto Juneau Ave. Turn Right on North 6th Street, go North to W. Reservoir Avenue and turn Left on W. Reservoir Ave. (2 blocks north of Walnut Street) – B on the map.

Please note that you can also mail your rent with your rent invoice to:

Housing Authority of the City of Milwaukee
P.O. Box 324
Milwaukee, WI 53201

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
MONDAY, MAY 9, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
2:30 P.M.

1. Roll Call
2. Maria Rodriguez – Super NOFA
3. Old Business:
 - Summit Review
 -
4. New Business:
 -
5. Other Business
6. Next meeting Thursday, June 23, 2005
7. Adjourn.

Mailing:

⇒

Handouts at meeting:

⇒ Summit documents

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 05-09-05

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

- **WHAT IS A SUMMIT?**

A conference or meeting of leaders to discuss/resolve important issues.

- **WHY HOLD A SUMMIT?**

Congress and HUD are proposing big cuts in funding for housing and policy changes that will directly affect public housing residents and recipients of Section 8 rental assistance.

- **WHY AM I HERE?**

To get information on what is being proposed and to learn what you can do to preserve affordable housing.

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

**BACKGROUND INFORMATION REGARDING HACM
PROGRAMS/FUNDING:**

Public Housing	-	4162 Units
Annual Operating Budget	-	\$22,160,560 (\$11.3 million or \$218/mo. from resident rents)
Current Cost/Unit Month:	-	\$428.27/mo.

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

No. of Vouchers Authorized – 5312
No. of Vouchers Leased – 4900
Average Housing Assistance Payments =\$420/mo.
Annual Housing Assistance Payment Funding - \$25 million
Annual Administrative Budget - \$2,737,000

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

- **ISSUE: REDUCTION IN OPERATING SUBSIDY IN HUD'S PROPOSED 2006 BUDGET**
- **CURRENT FUNDING ELIGIBILITY: \$9.4 MILLION**
- **PROPOSED: A REDUCTION OF 11%, WHICH WOULD MEAN A CUT IN HACM'S 2006 OPERATING BUDGET OF \$1.3 MILLION**

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

- **ISSUE: REDUCTION IN FUNDING FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**
- **CURRENT FUNDING FOR HOUSING ASSISTANCE PAYMENTS: \$25 MILLION ALLOWS HACM TO ISSUE 4900 VOUCHERS**
- **FUNDING NEEDED TO ENABLE HACM TO LEASE ALL 5312 AUTHORIZED VOUCHERS = \$26.8 MILLION**

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

ISSUE: RENT REFORM

Rent/family contribution is currently determined by:

$$\begin{array}{r} \text{Calculating Gross Family Income} \\ \text{Minus Allowances/Deductions} \\ \text{Equals Adjusted Family Income} \\ \text{Times 30\% Equals Monthly Rent/} \\ \text{Family Contribution} \end{array} \quad \begin{array}{r} \text{GFI} \\ - \\ \text{Allow} \\ \text{AFI} \\ \times \\ \text{.30\%} \\ \text{Rent} \end{array}$$

**For Families Paying their Own Utilities
An Allowance is Subtracted from the
Gross Rent/Family Contribution.**

**The monthly rent is capped at 30% due to the Brooke Amendment, a law
passed by Congress when Housing Authorities were required to convert from
rents based upon unit size to rents based upon resident income.**

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

RENT REFORM CONTINUED:

WHAT IS BEING PROPOSED?

- **The Housing Authority would be allowed to set rents/family contribution.**
- **The 30% rule would be eliminated for all except elderly/disabled households.**
- **The Housing Authority could base rents on cost for public housing.**
- **The Housing Authority could establish a flat amount of subsidy per month for a Section 8 Voucher based upon local factors.**
- **A minimum family contribution would be mandatory with no hardship exceptions.**

**RESIDENT ADVISORY BOARD
HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
SUMMIT, SATURDAY, MAY 14, 2005**

ISSUE: TERM/PARTICIPATION LIMITS

WHAT IS BEING PROPOSED? *Housing Authorities would have the authority to establish a maximum amount of time that a non-elderly, non-disabled family could receive housing assistance.*

TYPES OF LIMITS:

- Time, such as 5 or 7 years, after which participation would be terminated.
- Maximum amount of assistance such as a family would be eligible for no more than _____ dollars of housing assistance in their lifetime.



National Association of Housing and Redevelopment Officials

630 Eye Street NW, Washington DC 20001-3736
(202) 289-3500 Toll Free 1 (877) 866-2476 Fax (202) 289-4961

Reaching out to media on Section 8 issues

Issues raised by the new Section 8 renewal funding policy implemented this year can be difficult to explain to those outside of the housing world. However, they are important issues that impact the day-to-day operations of housing agencies and the people and communities you serve. It is important that local media understand the issues and what kind of impact they have on the local area. To this end, we have developed a template press release you can use to explain the impacts of the renewal policy in your area.

This press release focuses on NAHRO's recent analysis of the FY 2004 effects of the budget-based renewal policy. In doing so, it gives a national perspective to support the local information you give on the local effects of this policy. This will help reporters frame their understanding of the scope of the issue and support their locally focused story with national statistics.

Media relations efforts generally focus on highlighting the positive work an agency does. It might seem somewhat counter-intuitive to send out a press release on something that will be seen in a negative light. However, it is important to take this opportunity to fully express the agency's viewpoint. It can be difficult to fully explain any situation when a reporter calls looking for a quote to finish a story. It is much better to be proactive on negative issues and present the story you want the public to see. This way, it is easier to express the 'why' behind unpopular decisions the agency has made.

Following the template, you can make the focus of the release the impact on your agency or community. For example, salient things to mention might include: the closing of a Section 8 wait list; ending of re-issuance of vouchers; lowered voucher value; and number of people terminated from program. Reporters at local newspapers, TV and radio stations will be most interested in these specific impacts, so it is important to make them the lead of your press release.

Following are some basic tips to keep in mind while writing:

1. Always include a contact name, phone number and e-mail address for someone affiliated with the organization sending out the press release.
2. Write the most important information first, then fill in the details. The first paragraph should include the local "who, what, when, and where." Save the "how and why" for later.
3. Reporters are accustomed to the way they write – just the facts. It's a good idea to write your press release as much like an actual news story as possible (sometimes small, under-staffed papers will actually run it!). Keep sentences as simple as possible and don't editorialize. If you want to include an opinion or commentary, do it in a quote from one of the leaders in your organization.
4. Make headlines short and sweet. Headlines should be attention-grabbing, but the attention should come from the news presented, not a fancy font or exclamation points.

For more information, contact Communications Assistant Liz Hennessy at 202-289-3500 ext. 280 or lhennesy@nahro.org.

The National Association of Housing and Redevelopment Officials (NAHRO), established in 1933, is a membership organization of 21,000 housing and community development agencies and professionals throughout the United States whose mission is to create affordable housing and safe, viable communities that enhance the quality of life for all Americans, especially those of low- and moderate-income. NAHRO's membership administers more than 3 million housing units for 7.6 million people.



News Release

[Local Agency Affected by Funding Changes for Section 8 Program]; National Analysis Shows Housing Agencies Short \$93 Million

To: Metro Desk, Housing Reporter

Contact: [Your Name, Organization, Phone Number, E-Mail, Web Address]

[CITY, Date] – A recent national analysis found that 500 housing agencies are short \$93 million this year for the Section 8 Housing Choice Voucher program. The findings underscore local program cuts made because of a new federal funding policy that went into effect this spring.

[Anytown Housing Authority (AHA) has done X, Y and Z because of the funding changes implemented by the Department of Housing and Urban Development (HUD). Describe situation further.]

“We just don’t have the funds to be able to provide assistance to the same number of families this year,” Anytown Housing Authority Director John Doe said. “The funding change has been hard on us.”

Nationwide analysis of the changes to the Section 8 program this year indicates that nearly 500 housing agencies will be left with a shortfall of as much as \$93 million for this year—the equivalent of housing assistance for 52,000 families. The analysis, completed by the National Association of Housing and Redevelopment Officials (NAHRO), examines the changes in federal funding policy for the Section 8 Housing Choice Voucher program which currently helps nearly 2 million families find housing in the private market.

In April, HUD implemented a new method of funding the Section 8 program based on housing authority budgets, instead of the previous method that was based on the actual cost of housing assistance for Section 8 voucher-holders. Since April, housing authorities across the country have taken drastic administrative actions to remain within their budgets for the program. A June NAHRO survey revealed that these actions have included: increasing households’ rents by an average of 9 percent; stopping re-issuance of turnover vouchers; recalling vouchers from families looking for housing; and terminating vouchers for currently assisted families.

NAHRO’s full analysis, including a state-by-state breakdown of agencies affected, is available on the Web at <http://www.nahro.org/pressroom/2004/200410renewalstudy.pdf>.

The **National Association of Housing and Redevelopment Officials (NAHRO)**, established in 1933, is a membership organization of 18,000 housing and community development agencies and professionals throughout the United States whose mission is to create affordable housing and safe, viable communities that enhance the quality of life for all Americans, especially those of low- and moderate-income. NAHRO’s membership administers more than 3 million housing units for 7.6 million people.

630 Eye Street NW, Washington DC 20001-3736
(202) 289-3500 Toll Free 1 (877) 866-2476 Fax (202) 289-4961
nahro@nahro.org Web: <http://www.nahro.org>

National Association of Housing and Redevelopment Officials

630 Eye Street NW, Washington DC 20001-3736
(202) 289-3500 Toll Free 1 (877) 866-2476 Fax (202) 289-8181

Appendix – March 31, 2005 AudioShort

PIH Notice 2005-9

<http://www.hud.gov/offices/pih/publications/notices/05/pih2005-9.pdf>

PIH Notice 2005-1

<http://www.hud.gov/offices/pih/publications/notices/05/pih2005-1.pdf>

HUD Webcasts on 2005-1

For those who did not have an opportunity to participate in HUD's webcast on the Department's implementation of the FY 2005 provisions, it can be viewed through HUD's webcast archive, along with a copy of the PowerPoint and notice at:

<http://www.hud.gov/webcasts/archives/ph.cfm> and

<http://www.hud.gov/offices/pih/programs/hcv/consolidatedappract2005.ppt>

HUD FAQ

<http://www.hud.gov/offices/pih/programs/hcv/faq20041217ltr.pdf>

Income Targeting

Detailed information can be found at under "*Income Limits for Section 8 Challenge Agencies' Targeting Compliance*" (Monitor, February 28, 2005) at:

<http://www.nahro.org/members/monitor/2005/0228.cfm#c>

FY 2005 Income Limits

<http://www.huduser.org/datasets/il/il05/index.html>

Family Income Matching/Verification and Other Anti-Fraud Efforts

HUD's webcast archive provides information on:

- Upfront Income Verification (UIV): Enterprise Income Verification System on 3/2/05;
- Public and Indian Housing: Transition to Single Sign-On on 2/27/05; and
- Implementing UIV: The Key to Reducing Income & Rent Errors on 6/28/04.

All webcasts can be accessed at: <http://www.hud.gov/webcasts/archives/ph.cfm>

HUD's recent PIH Notice 2005-7, replacing 2004-34 covers a number of important related topics including:

- Incentives, disallowed costs and collection of excess subsidies paid;
- Sanctions for failure to timely respond to RIM, QA or other related review reports and failure to implement a Corrective Action Plan when required;
- Adjustment of Section 8 Management Assessment Program (SEMAP) scores when inconsistent with the findings of RIM, QA or other related reviews; and
- Self-Assessment Reviews.

PIH Notice 2005-7 can be accessed at:

<http://www.hud.gov/offices/pih/publications/notices/05/pih2005-7.pdf>

Intersection Between FMRs, Payment Standards and Implementation Time Frames

Agencies that want to review the changes in their FY 2004 and FY 2005 revised final FMRs can access them at: <http://www.huduser.org/datasets/fmr/fmr2005R/index.html>
HUD's PIH notice on filing exception payment standard requests below 90 percent of the FMR or above 110 percent of the FMR may access Sec. 982.503(c) and (d) at:
<http://www.hud.gov/offices/pih/publications/notices/02/pih2002-20.pdf>

Using HOME TBRA to Prevent Termination of Assistance Due to Insufficient Funding

HUD's website provides a description of the HOME TBRA program in more detail and explains the HOME rules that govern the implementation of a TBRA program which can be accessed at:

<http://www.hud.gov/offices/cpd/affordablehousing/training/abc/activities/tenantassist.cfm>

Agency Staffing

A chapter in HUD's Housing Choice Voucher Guidebook's provides information on some of the issues HAs face as they make decisions about staffing levels and organizational structure at:

http://www.hudclips.org/sub_nonhud/html/pdfforms/7420g21.pdf

Questions & Waivers to HUD

Any additional questions concerning PIH Notice 2005-9 should be directed to Dr. Alfred C. Jurison, Director, Housing Voucher Management and Operations Division at (202) 708-0477 ext. 4830 or via e-mail at: Alfred_C.Jurison@hud.gov

NAHRO's FAQ

Advanced requisition of additional funds, is one of several topics covered in NAHRO's FAQ which can be accessed at:

<http://www.nahro.org/members/monitor/2005/HCVFAQ.pdf>

Project-Basing A Portion of An HA's Tenant-Based Vouchers

Current regulations enable agencies to use the Section 8 project-based assistance program for up to 20 percent of their voucher portfolio. HUD's initial guidance and the documents needed to implement the program can be accessed at:
http://www.nahro.org/programs/rent_s8/s8/project_based.cfm

Local Housing Agencies Engaged in Voluntary Consortia

Consortia of Public Housing Agencies and Joint Ventures: Final Rule (November 29, 2000) at: http://www.hudclips.org/sub_nonhud/cgi/pdf/30332.pdf Agencies interested in information on NAHRO's on-site consortia professional development training and technical assistance offerings, should contact Sharon Sherrill – Division Director of On-Site Education and Technical Assistance, at ssherrill@nahro.org

Reaching Out to the Media on Section 8 Funding Offset Measures

NAHRO's "boiler plate" press release along with information on the impact of PIH Notice 2005-1 on your agency or community can be accessed at:
<http://www.nahro.org/pressroom/2004/Section8template.pdf>

NAHRO's Recommended Regulatory Reforms

<http://www.nahro.org/members/news/2005/HUDCanActNowMarch2005.pdf>

Additional Regulatory Citations Referenced in March 31st Audio Short

PHA Plan

PHA must provide its definition of significant amendment and substantial deviation/modification in Section 18D of the PHA Plan template or as an attachment to the PHA Plan. More information on this topic can be accessed at:
<http://www.hud.gov/offices/pih/pha/templates/index.cfm>

Payment Standards

Waivers to existing regulations. Existing voucher-assisted households under lease and HAP contract, decreased payment standard amounts are not applied until the second regular reexamination after the payment standard is lowered [Sec. 982.505 (c)(ii)(3)].
http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/ap_rqtr/pdf/24cfr982.505.pdf

HUD will not approve HAs' payment standard requests below 90 percent of the Fair Market Rent (FMR) amounts, if 40 percent of their voucher-assisted households exceed 30 percent of monthly adjusted income - known as the Congressional "affordability standard" [Sec. 982.503 (d)].

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/ap_rqtr/pdf/24cfr982.503.pdf

Occupancy Standards and Vouchers Payment Standards

An agency's occupancy standards must continue to be consistent with space requirements under the housing quality standards (Sec. 982.401(d)).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr982.401.pdf

If the household's voucher size changes during the term of the HAP contract, the changed voucher size is applicable at the first regular reexamination following the change (§982.505(b)(5)).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr982.505.pdf

Interim Reexaminations of Household Income

HUD suggests HAs require households to report all increases in income between annual reexaminations (Sec. 982.516), and to conduct more frequent interim income reviews for families reporting no income.

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr982.516.pdf

Ensuring Reasonable Rents

The existing rent reasonable regulations still apply, where HAs must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units in accordance with the regulations at §982.507(b) and the HAP contract.

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr982.507.pdf

Utility Allowances

If after reviewing their utility allowances an HA determines that they are too high, they may implement them immediately, but not later than the next regularly scheduled reexamination of household income. Section 982.517(c) of the voucher regulations requires HAs to revise utility allowances whenever there is a utility rate increase of ten percent or more, but agencies experiencing financial difficulties may request HUD to waive this requirement, for good cause.

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr982.517.pdf

Minimum Tenant Rent

If applicable, increase the minimum tenant rent to \$50. The effective date for the increased minimum rent is dependent upon an HA's interim recertification policy in their administrative plan policy. For example, HUD's notice states that an HA could institute a policy for increases in family contribution to be effective immediately, before the household's next annual reexamination. http://www.hudclips.org/sub_nonhud/html/pdfforms/7420g06.pdf

Portability and Moves Within the HA's Jurisdiction

In the case of portability moves, each HA needs to first contact the receiving HA to confirm whether or not the receiving HA will not absorb the household rather than bill. If the receiving HA is willing to absorb, there are no grounds to deny the portability move under §982.314(e)(1).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr982.314.pdf

At any time, the HA may deny permission to move in accordance with § 982.552 (grounds for denial or termination of assistance).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr982.552.pdf

PIH Notice 2004-12 (Portability Procedures)

<http://www.hud.gov/offices/pih/publications/notices/04/pih2004-12.pdf>

Termination of Housing Assistance Due to Insufficient Funding

As a measure of last resort, HUD's notice reminds agencies that they may terminate HAP contracts, in accordance with HUD requirements, if the agency determines that "funding under the consolidated ACC is insufficient to support continued assistance for families in the program" (§982.454).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr982.454.pdf

Abatement of HAP Payments Due to Non-Compliance with HQS

Regulations are still in effect, governing HA's responsibilities to abate HAP payments to property owners who do not comply with notifications to correct HQS deficiencies (Sec. 982.401) within the specified time period: 24 hours or 30-days depending upon the nature of the deficiency.

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr982.401.pdf

Intersection Between FMRs, Payment Standards and Implementation Time Frames

Under Sec. 982.505 (c)(ii)(3), implementing lowered payment standards apply to "payment standard amounts" which is the product of an agency's payment standard (i.e. 100 percent) multiplied by its applicable FMR (i.e. \$650).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr982.505.pdf Agencies that want to review the changes in their FY 2004 and FY 2005 revised final FMRs can access them at:

<http://www.huduser.org/datasets/fmr/fmr2005R/index.html>

Within their basic range payment standard of 90 – 110 percent [Sec. 982.503(b)], agencies are able to set different payment standards percentages at any level, by bedroom size, as well as by neighborhood (i.e. census tract). To go above or below the "basic range" payment

standards agencies may also apply for exception payment standards based on individual bedroom sizes, neighborhoods or for their service area. HUD's PIH notice on filing exception payment standard requests under Sec. 982.503(c) and (d), is available at:
<http://www.hud.gov/offices/pih/publications/notices/02/pih2002-20.pdf>

"Affordability Standard"

Under Sec. 982.503 (g)(1) and (2) "HUD will monitor rent burdens of families assisted in a PHA's voucher program. HUD will review the PHA's payment standard for a particular unit size if HUD finds that 40 percent or more of such families occupying units of that unit size currently pay more than 30 percent of adjusted monthly income as the family share.

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqr/pdf/24cfr982.503.pdf

Agencies that have undertaken prudent cost saving measures to work with the fixed annual budgets provided in 2005, may consider notifying HUD about exceeding the "affordability standard" under Sec. 982.503 (d) if applicable, along with filing requests for modification of per-unit cost. This could be done under existing HUD regulations at 24 CFR §982.102(e)(3)(iii).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqr/pdf/24cfr982.102.pdf

Portability

One action that short-funded HAs may consider is filing requests for modification of per-unit cost with respect to vouchers ported to higher-cost areas. This could be done under existing HUD regulations at 24 CFR §982.102(e)(3)(iii). This section, captioned Special Circumstances, states that HUD may at its discretion modify per-unit cost based on receipt of a modification request from an HA that demonstrates special circumstances (here, the inability to bear the increased cost due to actions beyond the agency's

control). http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqr/pdf/24cfr982.102.pdf

Portability regulations at 24 CFR § 982.401(f) authorize HUD to transfer funds from the transferring HA to the receiving HA and to provide additional funds to make the transferring HA whole. They also authorize HUD to "provide additional funding to receiving PHAs for absorption of portable families." If it has any available funds, the Department would seem obligated to use them to continue to allow

portability. http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqr/pdf/24cfr982.401.pdf

Ensuring Reasonable Rents

HAs may also wish to review previously approved rents increases to ensure that the resulting rent was not only reasonable in comparison to comparable unassisted units, but also complied with any rent control limits under State and local law that are applicable to the rent increase (see 24 CFR 982.509).

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqr/pdf/24cfr982.509.pdf

This excerpt is provided by the Rental Housing Association of Northern Alameda County. www.rhanac.org 510-893-9873

Alameda landlords cut rents

200 offer voluntary reductions to cover Section 8 gap, but many still fear for poor tenants

**By Susan McDonough
STAFF WRITER
Alameda Times-Star**

Thursday, June 17, 2004 - ALAMEDA -- Landlords, it turns out, have feelings too.

A group of about 200 local landlords informally agreed Tuesday to voluntarily roll back rents to keep poor families on the city's cash-strapped housing assistance program, and to keep vacancy signs away from their front yards.

Alameda Housing Authority Executive Director Michael Pucci said lower rents would leave more money in the Section 8 program, making it possible to keep significantly more families from being dropped.

While 200 landlords unofficially agreed to cut rents, a total of 600 participate in the Section 8 program in Alameda.

The city's housing authority said earlier this month it would cut 240 families from the federal housing assistance program, and by extension end 240 contracts with landlords.

Property owners rallied Tuesday against that decision, many agreeing they wanted to be part of the solution.

"I'm not a hard-nosed fellow," said Yim Louie, an elderly man who rents two apartments in an eight-unit Pacific Avenue complex to families receiving rent subsidies.

"Good tenants are hard to come by," Louie said, "and they're good tenants."

He plans to reduce rent for the two-bedroom units to \$1,200, he said. He currently charges about \$1,375.

Like many landlords, Louie is as surprised as his tenants who learned earlier this month they would no longer receive rent aid from the government.

When asked how he thought his tenants might come up with the \$1,200 without Section 8 money, he said: "I have no idea."

Crowded into a humid church Tuesday, landlords complained the housing authority was forcing tenants to break the law by giving them less than a month to vacate properties and find alternative housing.

This excerpt is provided by the Rental Housing Association of Northern Alameda County. www.rhanac.org 510-893-9873

Tenants received notice June 5 that their rent subsidies would be terminated.

Many landlords at the meeting said they are negotiating payment plans with tenants, while others said they have no idea what their tenants will do to fill the gap.

Landlord Suzanne Bernhard said she would sell her property before evicting her tenant, a single mom who came to her with nothing -- no car, no furniture -- and has been a "spotless" tenant.

"I'm going to survive," said Bernhard, close to tears. "But my tenant is going to be homeless. My heart breaks for her."

Bernhard said she met with a real estate agent this week to sell the Santa Clara duplex she bought in October 2002 as a rental property.

She can't afford to subsidize the Section 8 portion of her tenant's rent -- which is 90 percent of \$1,500 a month for a three bedrooms, she said. Nor can she afford another vacancy.

"The market is too soft."

Landlord Barbara Kahn said she and her husband will allow their two Section 8 tenants and their families to stay put, despite considerable economic loss to them.

Both tenants are bouncing back from difficult circumstances, she said, and have come too far for her to pull the rug out from under them.

"How could we?" Kahn said. "We will swallow it, and get a damn new president," she said, referring to President Bush.

In January, Congress passed legislation that the federal Housing and Urban Development agency says requires it to reform reimbursement rates to curb rising Section 8 costs.

Alameda will receive a little more than \$18 million from HUD this year, significantly less than previous years, Pucci has said.

The HUD money makes up 80 percent of the agency's budget, and is not enough to cover the costs of the city's outstanding 1,659 housing vouchers, he has said.

Many landlords blamed Bush for the crisis, saying they are starting to feel the bite of an administration out of touch with the common people.

This excerpt is provided by the Rental Housing Association of
Northern Alameda County. www.rhanac.org 510-893-9873

In the meantime, the Alameda Housing Authority is seeking additional money from HUD.

Pucci sent a letter last month to HUD asking for \$1.5 million to replenish the authority's reserve funds.

The housing authority "blew through" that amount to pay last month's rent, Pucci said.

Alameda could also receive an additional \$100,000 monthly from HUD if the agency accepts readjusted reimbursement figures submitted by the city this week.

The housing authority misinterpreted the new HUD funding formula when it originally determined its annual budget, Pucci said.

At the same time, Alameda is asking landlords to voluntarily lower their rents. It is also researching whether Section 8 rents here are higher than market rates, in which case the housing authority could force reductions.

Tuesday, it seemed the request could be met with success. But landlords said before reducing rents they want assurances their tenants won't be dropped.

Gallagher and Lindsay Senior Property Manager Lisa Fowler said while the rent reductions would be a big hit to landlords, it's even more damaging to the Section 8 program, which is only now slowly overcoming a poor reputation, she said.

"For this to happen, it is very unfortunate. It will be something that is going to haunt this program for a very long time," she said.



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

June 30, 2004

Dear Landlord,

As you know, we recently terminated your Housing Assistance Payment (HAP) Contract of the Section 8 Housing Choice Voucher Program because of lack of sufficient HUD funding.

While your HAP contract with the Housing Authority is still terminated due to the lack of sufficient HUD funding, we have been able to locate another source of funds to assist the affected families in paying their July 2004 rent. If approved on July 1, this money should be available on July 2, and a check for the regular Housing Authority share will be sent directly to you. Your tenant will pay the same amount they have paid under the Housing Choice Voucher Program. By accepting the check, you agree not to terminate your current rental agreement with this tenant for the month of July 2004.

This assistance is for one month only—the month of July 2004. We will continue to seek additional funds from HUD with the goal of bringing more of the terminated HAP contracts back into the Section 8 Housing Choice Voucher program by the end of July 2004. We will keep you informed about our progress in this effort, and if we receive sufficient additional funding from HUD, we hope to be able to offer you a new HAP contract.

If you have any questions, please call your housing specialist. If you need more information regarding the terminations, call Bay Area Legal Aid at 663-4744

Sincerely,

Kay Wetherwax
Program Services Coordinator



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

June 29, 2004

IMPORTANT UP-DATE REGARDING YOUR SECTION 8 VOUCHER

Dear Housing Choice Voucher Participant,

As you know, we recently sent you a notice of termination of the Housing Assistance Payment (HAP) Contract of the Section 8 Housing Choice Voucher Program because of a lack of sufficient HUD funding.

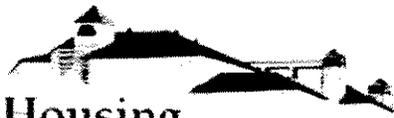
You are among the approximately 135 families whose HAP contract is still terminated. For these families, we have been able to locate another source of funds to assist you in paying your July 2004 rent. If approved, this money should be available on July 2, and a check will be sent directly to your landlord. Your landlord has been advised of this. On July 1, you should pay your landlord the same amount of rent you have been paying under the Housing Choice Voucher Program.

This assistance is for one month only—the month of July 2004. We will continue to seek additional funds from HUD with the goal of bringing more of the HAP contracts back into the program by the end of July 2004. We will keep you informed about our progress in this effort, and will be advising your landlord, as well, if we will be able to commit to a new HAP contract with your landlord after July 2004.

If you have any questions, please call me at 747-4327. If you need more information regarding the terminations, call Bay Area Legal Aid at 663-4744

Sincerely,

Kay Wetherwax
Program Services Coordinator



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510) 864-0879 - TDD: (510) 522-8467

Dear

The Housing Authority advised you on June 4, 2004, that we must terminate the Housing Assistance Payments (HAP) contract with your landlord. We are pleased to advise you that we now able to restore your housing assistance.

The Housing Authority will pay your HAP on August 1, 2004. There is no need to move from your existing unit. If you have already located another unit in another jurisdiction and wish to move, please call me as soon as possible.

The Housing Authority has received additional funding from HUD; therefore, we are able to enter into new Housing Assistance Payments contracts with landlords on behalf of the remaining 108 families whose assistance had been terminated. You are one of those tenants.

We are notifying your landlord in a separate letter. We also have evaluated the rent for your unit and decided the following:

- Rent, HAP, and Tenant Share will not change.
- Changes: Rent: \$_____ HAP: \$_____ Tenant Share: \$_____

If you have any questions, please give me a call.

Sincerely,

Housing Specialist II

PHA Use	Tenant: Cntr#	Date Entered:_____
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Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510) 864-0879 - TDD: (510) 522-8467

Dear

The Housing Authority advised you on June 4, 2004, that we must terminate the Housing Assistance Payments (HAP) contract effective June 30, 2004 for your Section 8 Housing Choice Voucher tenant, _____. We are pleased to advise you that we are now able to enter into a new HAP contract on behalf of this tenant. **The Housing Authority will pay HAP on behalf of the above tenant on August 1, 2004.** The tenant will be notified separately.

The Housing Authority has received additional funding from HUD. We also established "target rents" for each unit size within each census tract in Alameda, and we are lowering rents that are higher than those amounts.

The HAP contract states that, "[T]he amount of the monthly housing assistance payment by the Housing Authority to the owner is subject to change during the HAP contract term in accordance with HUD requirements," and further says that "[D]uring the HAP contract term, the rent to owner may at no time exceed the reasonable rent for the contract unit as most recently determined or predetermined by the Housing Authority in accordance with HUD requirements." This contract language is required by the provisions of the Federal Code of Regulations at 24 CFR §982.507(a)(3) and 24 CFR §982.507(a)(4).

If the current contract rent for your tenant's unit is higher than the new target rent, we will be lowering the contract rent. If it is the same as the target rent, it will not change. In compliance with federal regulations and as allowed under the HAP contract, effective with the new HAP contract (August 1, 2004), we have decided:

- Rent, HAP, and Tenant Share will not change.
- Changes: Rent: \$_____ HAP: \$_____ Tenant Share: \$_____

This notice is being forwarded to you in accordance with paragraph 7 c.(2) of Part B of the HAP contract and is your only notice regarding this particular action. If you have any questions, please give me a call.

Sincerely,

Housing Specialist II

PHA Use	Tenant: Cntr#	Date Entered: _____
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Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510) 864-0879 - TDD: (510) 522-8467

Dear

The Housing Authority must terminate the Housing Assistance Payments (HAP) contract with your landlord effective June 30, 2004. You will be issued a new voucher. Please find enclosed additional information.

The reason for this termination is the U. S. Department of Housing and Urban Development has advised us that it will not be providing adequate funding to cover housing assistance payments for the Housing Authority in the fiscal year. The funding source for the housing assistance payments under the Section 8 program is 100 percent HUD funds; if HUD does not provide adequate funding, then the Housing Authority is unable to pass this federal assistance on to Section 8 participants.

If you remain in the unit after the contract terminates, you and your landlord will need to determine the terms and conditions of your continued occupancy. You will be responsible for the full amount of rent.

Because of the lack of funding from HUD, the Housing Authority will not be in a financial position to enter into a new contract on your behalf for some time. If your voucher expires before the Housing Authority is able to enter into a new contract, you will be returned to the waiting list for future assistance. If you are disabled and need a reasonable accommodation, please give me a call.

If the situation changes, you will be notified. To obtain the most up-to-date information, please check the Housing Authority's web site under Public Notices at www.alamedahsg.org or call 747-4399.

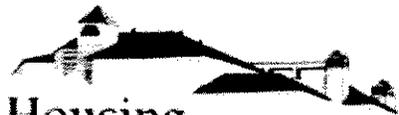
Sincerely,

Housing Specialist II

PHA Use

Tenant:
Cntr#

Date Entered: _____



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510) 864-0879 - TDD: (510) 522-8467

Dear

The Housing Authority must terminate the Housing Assistance Payments (HAP) contract for your Section 8 Housing Choice Voucher tenant:

Tenant:
Effective: June 30, 2004

This termination, in accordance with contract provision Part B. 4. b (5), is because the U. S. Department of Housing and Urban Development has advised us that they will not be providing adequate funding to cover housing assistance payments for the Housing Authority in the fiscal year. The funding source for the housing assistance payments under the Section 8 program is 100 percent HUD funding; if HUD does not provide adequate funding, the Housing Authority is unable to pass this federal assistance on to Section 8 participants.

If the tenant remains in the unit after the contract terminates, you and the tenant will need to determine the terms and conditions of continued occupancy since the Housing Authority will not be paying HAP. The tenant will be responsible for the full amount of rent.

Because of the lack of funding from HUD, the Housing Authority will not be in a financial position to enter into a new contract on the tenant's behalf for some time.

If the situation changes, you will be notified. To obtain the most up-to-date information about this funding crisis, please check the Housing Authority's web site under Public Notices at www.alamedahsg.org or call (510) 747-4399.

Sincerely,

Housing Specialist II

PHA Use	Tenant: Cntrl#	Date Entered:_____
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**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, JUNE 23, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the April 28th and May 9th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - Summit Review
 -
5. New Business:
 - 2006 Agency Plan
 - Changes to Admissions and Continued Occupancy Policy
6. Other Business
7. Next meeting Thursday, July 28, 2005
8. Adjourn.

Mailing:

- ⇒ Minutes April 28, 2005
- ⇒ Minutes May 9, 2005
- ⇒ Agenda June 23, 2005
- ⇒ Vacant Unit Status Report 6/3/05
- ⇒ Resident letter from Robert Selheimer-Arlington
- ⇒ Resident letter from Vadim Vilenskiy-Convent Hill
- ⇒

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsellis
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **May 9, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace,HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Dale Peterson, Ann Wilson, Lena Mitchell, Sandra Speed, Carla Jones, Julia Perkins, Mindy Biedrzycki and Steve Falek

Members Absent: Rev. Gaynor-Hunter, Rebecca McGill, Malissa Myrick and Felicia Beamon

Others Present: Maria Rodriguez, Ken Barbeau

The meeting was called to order at 2:30 and roll call was taken.

Maria Rodriguez and Ken Barbeau of Community Services stated they would be requesting letters of support from the RAB during the SuperNOFA application process and invited the RAB to contact them with any questions and concerns they may have.

The 2005 schedule of grant submissions was reviewed:

- Homeownership grant helps people move from public housing to homeownership with a focus on public housing, not RAP.
- Neighborhood Networks is to start up a computer center at Cherry Court – equipment and staffing. The recent Neighborhood Networks award was for training and some equipment at Hillside.
- Public Housing Family Self Sufficiency – families agree to certain things to improve self sufficiency such as job training. Their increased earnings are placed in an escrow account and returned to the resident after they meet the terms of the contract.
- Youthbuild targets youth ages 16-24 through training provided by the Milwaukee Community Service Corp.
- Hope VI – staff is waiting to see what happens with the Convent Hill application.

Resident Advisory Board Meeting Minutes

April 28, 2005

Page Two

- ROSS Elderly covers case management services and coordination of services to residents. HACM is ineligible to apply because we receive other elderly services funding. Friends of Housing must apply.
- Hope VI Mentoring – not sure if we are applying.
- ROSS Family includes employment services, drivers education and other supportive services.

Some of this goes to cover COS staff salaries with an increasing amount going to subcontractors. Sherri stated that she would like to see self-esteem training for young women.

Carla asked if the homeownership grant covers the intern that we are hiring.

Ken stated that none of these grants is used to cover public safety costs. Currently the majority of that comes from CFP.

Sherri commented that the Youthbuild is the largest chunk of money. Ken stated that HACM has applied the past two years and has been unsuccessful. Staff will be considering applying in a different category to increase our chances.

- Plans for the Summit were reviewed. Copies of documents proposed for the folders for each attendee was reviewed, including a number of fact sheets broken down by public housing and RAP that Steve had prepared. Steve will apply suggested changes to the documents.

Steve reported that Jonathan Zimmerman from NAHRO will be the keynote speaker. He is prepared to speak as an expert on issues related to the RAP. Steve will cover public housing issues.

Folders and materials will be delivered to the resource center by end of day Thursday so they can be put together on Friday. Sandra Speed volunteered to help with the folders on Friday.

There was discussion regarding whether or not to present a proposal that minimum renters be considered for term limits. Steve suggested that this not be considered as an option at this time.

It was agreed that the proposal to assess a \$20 per month fee to generate revenue be presented as an option and called “management fee” or “survival fee”.

Ann will prepare the survey with suggestions for ways residents could help the Housing Authority generate revenue to make up the short fall to include the flat fee option, utility increase, rent based on bedroom size, tiered rent (sliding fee based on income), elimination/reduction of services and Brooke Amendment increase to 35%.

Dan Waters' staff will pick up the supplies for the continental breakfast. We will plan lunch for 450 people. Karl's Rental will provide additional chairs and microphones will be rented from Select Sound Systems.

Resident Advisory Board Meeting Minutes

April 28, 2005

Page Three

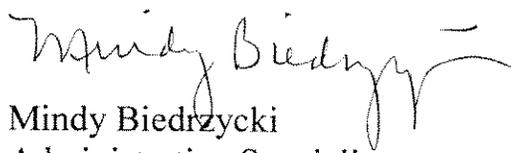
The Hillside Resident Organization has arranged for licensed child care.

RAB members should arrive by 8:00am to help with set up and registration.

Money from petty cash and a receipt book should be available to cover transportation costs for residents that had to arrange for their own transportation.

Rent Assistance staff have volunteered to take notes during the question and answer period.

Respectfully submitted,



Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez
Susan July
Rocky Marcoux
Housing Managers

Bobbi Marsells
Maria Rodriguez
Housing Management
Armando Gutierrez



Resident Advisory Board April 28, 2005 Minutes Meeting

Resident Advisory Board Members

***Sherri Reed-Daniels - RAB
Chairperson, Hillside***

***James Wahl- RAB Vice-Chair,
Westlawn***

***Roy Tillery- RAB Treasurer, Arlington
Court***

***Felicia Beamon – Highland Park,
HACM Board of Commissioners***

***Rev. Luci Gaynor-Hunter – Convent
Hill***

Audrey Harris – Mitchell Court

***Rosetta Johnson-Participant Rent
Assistance Program – Northlawn***

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

***Lena Mitchell-Resident, Mitchell
Court***

Patricia Montgomery –Locust Ct

***Malissa Myrick-Highland Park
Family***

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

***Ann Wilson- Hillside Terrace,HACM
Staff***

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Jim Wahl, Roy Tillery, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Ann Wilson, Julia Perkins, Lena Mitchell, Carla Jones, Sandra Speed, Rebecca McGill, Mindy Biedrzycki and Steve Falek

Members Excused: Dale Peterson, Rev. Gaynor-Hunter, Malissa Myrick and Felicia Beamon

The meeting was called to order at 5:00pm and roll call was taken. Reverend Hunter, Dale Peterson and Felicia Beamon were excused.

The minutes of the March 17, 2005 were reviewed. Audrey Harris made a motion, seconded by Lena Mitchell to approve the minutes and the minutes were unanimously approved.

Roy Tillery reported that \$1920.20 was reimbursed to HACM for Sherri's travel to the national conference in Washington DC. The current balance is \$2,238.18. Steve reported that an audit of 2004 monies must be done before 2005 funds can be released. He will talk to Maria Rodriguez about processing the RAB money so they have funds available for the Summit.

Steve reported that vacancies at Becher Court are still an issue – please make referrals – and we are holding some Scattered Site units for temporary housing for relocated families for Hope VI work.

Summit discussion:

- Due to the numbers that have registered, we will have to move the event to the gym and will probably not be able to do small group discussions.

Resident Advisory Board Meeting Minutes

April 28, 2005

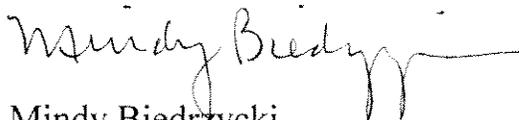
Page Two

Summit discussion cont'd:

- Additional chairs will be needed and staff help to move them down to the gym. The children will be set up in the great room.
- What are the issues/concerns of RAP clients? What are the issues/concerns of public housing clients? Rent reform is the common thread between both programs so we could have the presenter focus on that issue. Steve reported that the main speaker will be someone from NAHRO and he will know tomorrow who that person will be. Ann suggested the speaker spend time with the problems faced by both programs so that residents of both programs understand that everyone is affected.
- Ideas were tossed around regarding charging a fee or surcharge to residents to help make up the difference and the impact on senior citizens and disabled persons. If the public housing program lost \$1 million, that would translate to \$240 per unit or \$20 per month. Ann stated we need to convince people that we're in this together, everyone has to make a contribution regardless of individual circumstances. If we could come up with a solution in Milwaukee, we might be able to avoid any changes to the Brooke Amendment. The alternative is to cut services.
- The keynote speaker will be followed by a question and answer period and then the surveys. Suggestion was made to have a follow up meeting with both programs to discuss the results of the survey.
- Steve wants to be able to take resident issues and concerns to the board so they are aware that residents were involved in the discussion.
- Steve will put together a data fact sheet for the Summit attendees.
- Mr. Wahl and Ann suggested that whatever changes we implement to address this issue now be re-evaluated after the next election and eliminated if no longer needed.
- Steve suggested that we offer door prizes for people who turn in their survey. It was agreed that there would be four \$25 cash prizes.
- Continental breakfast will be served upstairs – no food or drink allowed in the gym. Ushers will be needed to direct people to gym and make sure they don't bring in food or drink.
- Sherri stated that Terrance Ray will be there with the food stamp mobile van for anyone interested in signing up for food stamps.
- Staff that volunteered to take notes should arrive by 12:00.
- Mr. Wahl volunteered to video tape the presentation.
- The next planning meeting will be May 5, 2005 at 2:30 at the resource center.
- The revised "property release" document was reviewed. Sherri suggested that the line that starts "designation is completely voluntary..." be moved to the top of the page of the "Disposition of Personal Property" form.

- The City Attorney opinion regarding prayer at RO meetings was requested by Dale Peterson the result of frequent objections at RO meetings at Riverview. The opinion is saying that HACM activities should not include sectarian (specific religion) elements. Ann commented that the opinion doesn't take into consideration President Bush's faith-based initiatives and suggested dealing with objections on an individual basis. Sherri commented that prayer becomes a natural part of their meetings when people express their thanks. Lena stated that they have a silent prayer time at their meetings.
- Steve reported that the HAI information was being shared with the RAB primarily for the scholarship program and suggested that a HACM resident be submitted for scholarship. Although it was felt that the insurance rates were high, the RAB agreed to let HACM distribute the insurance information to all residents.
- Steve reported that there is a proposal in Congress to eliminate the Brooke Amendment. Sherri suggested that, as members of NAHRO, RAB members should be writing NAHRO and CLPHA opposing their support of this proposal.
- Steve reported that the rent deposit drop box has been moved to 650 W. Reservoir. Maps to the new location are available downtown for residents who come there to drop off their rent.
- Steve reported that HACM has been approved to participate in a State of Wisconsin Department of Revenue program that will allow us the place a lien against tax returns of former residents who owe HACM money.
- Steve stated that the term of Bennie Hearon, resident commissioner of the HACM board, is expiring and he no longer qualifies to be a resident commissioner. He recommended that Lena Mitchell be recommended for this position. Mr. Wahl made a motion, seconded by Sherri Daniels and unanimously approved, that Lena Mitchell be recommended for the HACM Board of Commissioners.
- It was agreed that the meeting scheduled for May 26 be cancelled and the next regular RAB meeting will be June 23, 2005.

Respectfully submitted,



Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez
Susan July
Rocky Marcoux
Housing Managers

Bobbi Marsells
Maria Rodriguez
Housing Management
Armando Gutierrez

VACANT UNIT STATUS REPORT AS OF 6/3/05

Extra Apps / Comments	UNITS	DEVELOPMENT	1 BEDROOM		2 BEDROOM		3 BEDROOM		4 BEDROOM		5 BEDROOM		6 BEDROOM		SUBTOTAL
			VAC	RDY											
1X	230E	640 Arlington Court	6	3	1	5									6
	220E	641 Becher Court	13	3	2	6									13
AS OF 5/6/05	120M	642 Cherry Court	81	4	77	0									81
2X	251E	643 College Court	19	4	3	16									19
	120E	644 Convent Hill	15	0	15	0									15
	40F	620 Highland Park							0	0	0	0	0	0	0
	46M	620 Highland Gardens	5	3	0	2	0	0	0	0	0	0	0	0	5
11X	120M	645 Holton Terrace	1	1	0	1									1
	49M	691 Hillside Terrace	4	4	0	4	2	2	0	1					6
18R=1X, 28R=8X, 38R=7X	421F		0	0	0	12	8	0	12	11	5	0	11	4	31
18R=12X, 28R=2X	198E	692 Lapham Park	1	0	0	0	0	0	0	0	0	0	0	0	1
	51F	682 Carver Park								1	1	0	0	0	1
	110M	646 Lincoln Court	7	6	1	6									7
	230M	647 Locust Court	10	8	0	2									10
	120E	648 Merrill Park	5	4	1	3									5
2X	100E	649 Mitchell Court	2	2	1	2									2
18X	180M	650 Riverview	4	3	0	4									4
38R=2X	380F	671 Parklawn	3	3	0	2	7	1	0	7	2	1	0	2	12
48R=1X, 28R=7X, 38R=17X, 48R=6X	378F	690 Scattered Sites				1	0	0	1	20	6	14	5	9	0
	726F	672 Westlawn	5	2	0	5	20	6	0	20	12	6	0	12	42
	12F	687 Southlawn Park	0	0	0	0	1	1	0	0	0	0	0	1	1
	391V	632 Berryland	0	0	0	9	2	0	7	7	2	0	3		
	247V	630 Northlawn	0	0	0	8	1	0	7	10	5	0	1		
18R=1X	330V	631 Southlawn	1	0	0	1	22	1	8	5	4	0	1	1	0
	5070	SUBTOTALS:													
		ELDERLY	173	45	101	51	2	2	0	1					176
		FAMILY	9	5	0	7	40	15	0	40	45	18	14	30	176
		SL PARK	0	0	0	0	1	1	0	0	0	0	1	1	2
		VETS	1	0	0	1	39	4	8	19	21	7	1	5	10
		186 APPLICATIONS ON HAND				59									59
		221 ADJUSTED VACANTS													60
		TOTAL VACANTS													124
		PREVIOUS REPORT													124
		UNITS													
		2094 ELDERLY													8.40%
		1996 FAMILY													6.21%
		4190 TOTAL I.I.													7.19%
		12 SL PARK													16.67%
		968 VETERAN													5.30%
		5070 TOTAL													38%

Convent Hill - (1st & 2nd floor) construction, 1 fire, 1mold
 Cherry Court - MOC
 College Court - 1 computer lab, 2 floors
 Southlawn - 1 storage, 8 floors

Scattered Sites - homeownership demo/fixe

Merrill Park - RU office
 Mitchell Court - resident computer lab
 Lincoln Court - resident computer lab

P.S. ~~ROOFS~~ ~~INSTALLING~~
200,000 - OR ~~800,000~~
SHOULD NOT BE TRYING
HERE! Really Stupid!

DEAR SIR

I DO NOT ATTEND R.O. MEETINGS BECAUSE TENANTS NOR MANAGEMENT GIVES PROPER RESPECT TO THOSE OF US WHO ARE BOTH EDUCATED AND HAD MANY YEARS OF BUSINESS EXPERIENCE. PRECISELY BECAUSE YOU DON'T GIVE A DAMN ABOUT OUR IDEAS OR OPINIONS MAKES ARLINGTON AN EXCELLENT ARENA TO PICK UP VOTES FOR OTHER THAN DEMOCRATIC PARTY. I WOULD SAY A RENT INCREASE COUPLED WITH GARBAGE GIVEN AS FOOD TO NEEDY AT FOOD PANTRY WILL ALSO BE A BIG HELP IN CONVERTING PEOPLE FROM THE DEMOCRATIC PARTY

IF THE LAWS WERE CHANGED AND WE COULD GET ENERGY ASSIST., I AM SURE MOST WOULD BE HAPPY TO SIGN OVER TO M.H.A. FOR UTILITY EXPENSES. THOSE OF US WHO LIVE ON \$700 OR LESS WOULD FEEL A RENT INCREASE ACUTELY. I WOULD TRY TO MOVE TO SMALLER BLDG - NO MORE THAN 40 UNITS, 2 STORY, NO COMMON AREAS FOR PEOPLE WITH BEHAVIOR PROBLEMS, OR THE RETARDED FOR GATHER.

EMPLOYEES → AS AN ECONOMY MEASURE, THEY MAKING \$60,000+ COULD TAKE A SALARY CUT, DUMP ALL UNIONIZED HELP LIKE FREIGHT, AND DISMIS ENTIRE I-TEAM THEY ARE WORTHLESS!
THANK YOU DANIEL SULLIVAN



Department of City Development

Housing Authority
Redevelopment Authority
City Plan Commission
Historic Preservation Commission
NIDC

Rocky Marcoux
Commissioner

Martha L. Brown
Deputy Commissioner

May 17, 2005

Mr. Vadim Vilenskiy
Convent Hill
1325 North Jefferson, Apt. 506
Milwaukee, WI 53202

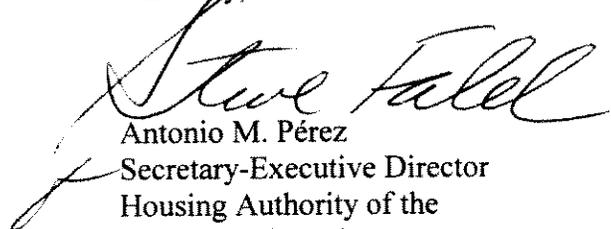
Dear Mr. Vilenskiy:

Thank you for your letter and your ideas for measures that the Housing Authority might consider to address the significant reduction in federal funding proposed in HUD's 2006 budget. During the coming months, Congress will consider several proposals to reduce cost and increase revenue for Housing Authority's. Some of these involve rent reform and a greater emphasis on resident accountability in reporting income and income changes.

The ideas you offer are valuable and will be considered as we plan for the future of our programs.

We will work to continue to make low-income housing affordable and accessible for our families. Input and support from residents will be critical in this process. Again, thank you for your comments and suggestions.

Sincerely,



Antonio M. Pérez
Secretary-Executive Director
Housing Authority of the
City of Milwaukee

cc: Resident Advisory Board
Housing Management

HA:AMP:SBF/ab (OH Folder) Gutierrez letter 05/17/2005

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, JULY 28, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the June 23rd Meeting
3. 2006 Budget Discussion with Chair Willie L. Hines Jr.
4. Treasurer's Report – Roy Tillery
5. Old Business:
 - Vacancy Report
 - Discuss ACOP changes presented at June meeting
 - 2006 Agency Plan review-Section 7
5. New Business:
 - 2005 Occupancy Report
 - Next Meeting: Mark Silverman regarding Domestic Violence
6. Other Business
7. Next meeting Thursday, August 25, 2005 (Request date change)
8. Adjourn.

Mailing:

- ⇒ Minutes June 23, 2005
- ⇒ Agenda July 28, 2005
- ⇒ Vacant Unit Status Report 7/1/05
- ⇒ 2005 Occupancy Report
- ⇒ 2006 Agency Plan Section 7
- ⇒ July 8, 2005 HUD letter regarding Capital Fund Formula
- ⇒ HACM 2004 Annual Report
- ⇒ HUD letter regarding 2005 Operating Subsidy funds

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



Resident Advisory Board **June 23, 2005 Minutes Meeting**

Resident Advisory Board Members

***Sherri Reed-Daniels - RAB
Chairperson, Hillside***

***James Wahl- RAB Vice-Chair,
Westlawn***

***Roy Tillery- RAB Treasurer, Arlington
Court***

***Felicia Beamon - Highland Park,
HACM Board of Commissioners***

***Rev. Luci Gaynor-Hunter - Convent
Hill***

Audrey Harris - Mitchell Court

***Rosetta Johnson-Participant Rent
Assistance Program - Northlawn***

Carla Jones - Scat Sites

Rebecca McGill - Convent Hill

***Lena Mitchell-Resident, Mitchell
Court***

Patricia Montgomery -Locust Ct

***Malissa Myrick-Highland Park
Family***

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed - Scat Sites

***Ann Wilson- Hillside Terrace, HACM
Staff***

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Roy Tillery, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Ann Wilson, Julia Perkins, Lena Mitchell, Carla Jones, Sandra Speed, Rev. Gayner-Hunter, Rebecca McGill and Mindy Biedrzycki

Members Excused: Dale Peterson, Jim Wahl, Malissa Myrick, Felicia Beamon and Steve Falek

- The meeting was called to order at 5:10pm and roll call was taken.
- The minutes of the April 28th and May 9th meeting were reviewed. Ann made a motion, seconded by Julia to approve the minutes and it was unanimously approved.
- Roy reported that a check for \$1800.00 was written for catering at the Summit. The current balance is \$438.18. We are still awaiting this years' allocation of Resident Participation Funding.
- Mindy reported that there are not many changes to the vacancy report. Westlawn vacancies continue to decline and we are still encouraging referrals to the highrise buildings and Veteran developments.
- Members discussed their thoughts and comments on the Summit and shared some of the comments that were received from residents that attended. Ann is working on putting together the results of the survey. Sherri commented that everything went well and with one focus, the event was more organized and very well attended. All agreed. The only negative comment received was from a few residents who felt that the focus of the Summit was on what residents could do to make up the budget shortfall and didn't address what HACM was giving up or cutting back on. Other comments:
 - Reverend Hunter asked what happened with

Resident Advisory Board Meeting Minutes

June 23, 2005

Page Two

the letter campaign to the elected officials. Ann reminded members that HACM staff has to be careful how they lobby against this issue. Mindy will send members a copy of the letter Sherri sent on behalf of the RAB to HUD regarding the Proposed Rule that other residents can use as a format for expressing their concerns to HUD.

- Ann asked that Steve move ahead with setting up the various small group meetings to discuss the options.
- Ann requested copies of the NPR broadcast regarding the Operating Rule that Tony Pérez, Steve Falek and Sherri Reed-Daniels took part in be distributed to the RO/RC's.
- Carla suggested the next RAB newsletter include a breakdown of how residents vs. HACM are contributing to solve the problem.
- Sherri stated that HACM staff needs to share with the residents what they're thinking of doing to meet the cuts. Ann suggested that Chair Hines be invited to the next RAB meeting to find out what the HACM board is thinking about how to deal with this issue.
- HACM staff and residents need to work together to weigh all options and suggestions for cuts and find a balance that is agreeable to everyone.

Mindy reported that we will need to start working on the 2006 Agency Plan. As changes come from staff they will be passed on the RAB. Members were given a folder to keep track of these handouts.

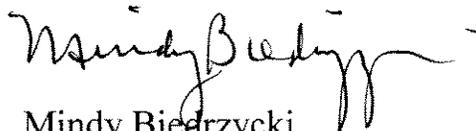
Mindy handed out a copy of a section in the Admissions and Continued Occupancy Policy (ACOP) regarding the section on verification with some proposed changes and asked everyone to look review and comment.

Everyone wished Lena Mitchell a Happy Birthday!

Carla Jones made a motion, seconded by Reverend Hunter to adjourn the meeting at 6:15pm.

The next meeting will be held Thursday, July 28, 2005.

Respectfully submitted,



Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez	Bobbi Marsells
Susan July	Maria Rodriguez
Rocky Marcoux	Housing Management
Housing Managers	Armando Gutierrez

VACANT UNIT STATUS REPORT AS OF 7/1/05

Extra Apps / Comments	UNITS	DEVELOPMENT	1 BEDROOM		2 BEDROOM		3 BEDROOM		4 BEDROOM		5 BEDROOM		6 BEDROOM		SUBTC
			VAC	RDY	HOLD	APPS	VAC	RDY	HOLD	APPS	VAC	RDY	HOLD	APPS	
6X	230E 640 Allington Court		4	2	1	3									4
	220E 641 Becher Court		8	0	2	6									8
	29M 642 Cherry Court		0	0	0	0									0
	291E 643 College Court		17	6	4	7									17
	120E 644 Convent Hill		18	0	16	0									16
	40F 620 Highland Park														0
	48M 620 Highland Gardens		9	6	0	6	0	0	0	0	0	0	0	0	9
17X	120M 645 Holton Terrace		1	1	0	1									1
	49M 681 Hillside Terrace		4	4	0	4	1	1	0	0					5
1BR-1X, 2BR-11X, 3BR-5X, 4BR-1X	421F		0	0	0	0	9	5	0	9	13	8	0	13	3
	188E 682 Latham Park		1	0	0	1	1	0	0	1					2
1BR-10X, 2BR-2X	51F 682 Carver Park														1
2X	110M 646 Lincoln Court		6	5	1	5									6
	230M 647 Locust Court		12	12	0	9									12
	120E 648 Merrill Park		6	2	1	4									6
4X	100E 649 Mitchell Court		1	0	1	0									1
17X	180M 650 Riverview		4	3	0	4									4
3BR-2X	380F 671 Parklawn		3	3	0	2	9	4	0	9	2	2	0	2	14
	425E 690 Scattered Sites						0	0	0	0	17	6	11	3	34
1BR-1X, 2BR-18X, 3BR-16X, 4BR-7X	726E 672 Westlawn		8	2	0	8	14	1	0	14	13	8	0	13	39
	12E 687 Southlawn Park		0	0	0	0	1	1	0	1	1	0	0	1	0
	391V 632 Berryland		0	0	0	0	8	2	0	4	6	1	0	4	0
2BR-1X	247V 630 Northlawn		1	0	0	1	5	1	0	5	10	4	0	0	0
1BR-1X	330V 631 Southlawn		1	1	0	1	16	0	5	3	5	0	1	3	0
	5025	SUBTOTALS:													92
		ELDERLY	89	41	26	50	2	1	0	1					92
		FAMILY	11	5	0	10	32	10	0	32	45	24	11	31	116
		SL PARK	0	0	0	0	1	1	0	1	1	0	0	1	4
		VETS	2	1	0	2	29	3	5	12	21	5	1	7	7
		156 APPLICATIONS ON HAND													0
		202 ADJUSTED VACANTS				62									62
		TOTAL VACANTS													92
		PREVIOUS REPORT													94
		UNITS													130
		2003 ELDERLY													92
		2002 FAMILY													116
		4046 TOTAL LI													208
		12 SL PARK													2
		568 VETERAN													52
		5025 TOTAL													282

Convent Hill, MOC
 Becher - 1 model, 1 computer lab
 College Court - computer lab, 2 floors

Scattered Sites - homeownershipdemo/office
 Southlawn - 1 storage, 7 floors
 Merrill Park - RC office
 Mitchell Court - resident computer lab
 Lincoln Court - resident computer lab

UNITS	VAC	%
2003 ELDERLY	92	4.59%
2002 FAMILY	116	5.08%
4046 TOTAL LI	208	5.14%
12 SL PARK	2	16.67%
568 VETERAN	52	5.37%
5025 TOTAL	282	5.21%



Department of City Development

Housing Authority
Redevelopment Authority
City Plan Commission
Historic Preservation Commission
NIDC

Rocky Marcoux
Commissioner

Martha L. Brown
Deputy Commissioner

July 21, 2005

John Finger
Milwaukee Area Office
U.S. Department of Housing
and Urban Development
310 W. Wisconsin Ave, Suite 1380
Milwaukee WI 53203

Dear Mr. Finger:

Enclosed you will find the Housing Authority of the City of Milwaukee's 2005 HUD-51234 report. This report reflects the sale of seven Scattered Site and three Parklawn new construction units through the 5(h) homeownership program since June 30, 2004, the demolition of 120 units at the Cherry Court highrise development, the removal of 33 vacant Scattered Site units approved for demolition and the addition of 22 Highland Park HOPE VI replacement units.

Please contact Mindy Biedrzycki at 286-5685 if you have any questions regarding this report.

Sincerely,

Antonio M. Perez
Secretary-Executive Director
Housing Authority of the
City of Milwaukee

Attachment

AMP/msb
File/2005 HUD 51234 cover

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? 200

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:

Minimum annual income of \$15,000 required.

Maintenance of minimum income required for continued eligibility.

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

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

Require all participants to attend homeownership counseling classes.

Review all mortgage approvals in an effort to identify predatory lenders.

(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).

HACM has administered a Section 5(h) program and sold more than 154 units since 1994.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

July 8, 2005

ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

IF
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JSF

Dear Executive Director:

The Department is about to award approximately \$2.4 billion in Capital Fund grants for Federal Fiscal Year 2005¹. I am writing this letter to inform you of a number of actions that the Department has taken to improve the process of calculating the amounts each PHA is to receive under the Capital Fund formula this year and to go over factors that affect the amount of funding PHAs receive under the formula. I am also enclosing a brief overview of the Capital Fund Formula for reference.

A majority of PHAs will experience some reduction in funding compared to last year. After taking into account Congressionally mandated set-asides as well as prior year recaptures that are available for redistribution this year, the appropriated amount available for Capital Fund grants is approximately 3.2% less this year than it was last year.

Some PHAs will notice a decrease in their Capital Fund grant amounts (both formula grant amounts and Replacement Housing Factor amounts) this year because of PIH's increasing reliance on the data in the Department's systems. In years past, the Office of Public and Indian Housing (PIH) went through a lengthy, labor-intensive manual data validation process prior to finalizing the data to calculate the formula. The enclosed overview describes the many different data elements that are factored into the calculation of the formula. Both the FY 2004 and FY 2005 Capital Fund processing notices emphasize that PHAs are responsible for maintaining accurate data in HUD's Public Housing Information Center (PIC) system. In the past two years, PIH has increasingly moved away from such a manual validation process to an almost total reliance on data in PIH's computer systems. In rare instances, PIH has given PHAs the benefit of a doubt where the data appears to be inaccurate. In the future, PIH will totally rely on the data in its systems without adjustments.

Because of the increasing importance of maintaining accurate data, I strongly advise all PHAs to double check their data in PIC. It is important that the information be kept current. It is too late for data corrections to affect this year's funding. However, PIH intends to calculate the formula for 2006 much earlier in the year and will be relying on data extracted from its systems early next Federal Fiscal Year. Some data items that PHAs should validate are: dates of full availability (DOFA) for projects; dates that units are removed from inventory (through demolition or disposition); and check boxes indicating that a unit is not under ACC. In most instances, PHAs can correct inaccurate data by themselves on-line subject to Field Office verification. Please work with your local Field Office staff to ensure that inaccurate data is

¹ Your housing authority will be able to retrieve funding packages (including Amendments to Consolidated Annual Contribution Contracts) from the Office of Capital Improvements Web page (<http://www.hud.gov/offices/pih/programs/capfund/index.cfm>) in the coming weeks using the same process as last year.

corrected as soon as possible. For PHAs with HOPE VI grants, please verify that your staff inputs accurate data into the HOPE VI Quarterly Reporting System.

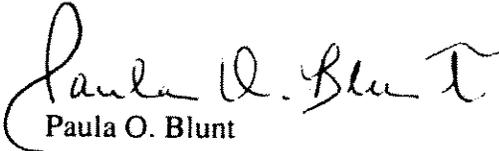
In addition to increasing its reliance on data in its computer systems, PIH has taken steps to increase the accuracy of the formula calculation itself. This year, PIH upgraded to a different software platform to calculate the formula. It put a number of internal controls in place to ensure accuracy. It went through a thorough process to document the formula for the software designers. PIH engaged the Department's Office of General Counsel to review the documentation for compliance with the formula regulations. Lastly, PIH engaged a third party contractor to validate the calculation of the formula. Some PHAs will receive a different amount of funding compared to that of previous years because of the increase in the accuracy of calculating the formula.

One of the major components of the formula is a factor that awards bonuses to high performers (see explanation in enclosed overview of the formula). A PHA that shifts from a high performing PHA to a standard performing PHA will not only lose its 3% bonus, but also will be part of the pool of non-high performing PHAs that contributes funding to high performers. PHAs experiencing a change in high performer status therefore will see a substantial shift in their grant funding.

Because the nature of the formula is such that each PHA's share is affected by every other PHA's share, changes in the data and/or the status of any given PHA have an effect on all PHAs. Such effects can lead to generally small, but sometimes noticeable, fluctuations in funding from year to year.

The Department's appropriation prohibits it from altering grant funding to compensate for prior year errors. PIH therefore understands that it must do its best to strive for high data quality and accuracy in calculating the Capital Fund formula. I believe that PIH has taken a significant step forward this year both in terms of data quality and calculation accuracy. I look forward to continued improvement in the coming years.

Sincerely,


Paula O. Blunt
General Deputy Assistant Secretary

Enclosure

Overview of the Capital Fund Formula

The Capital Fund formula is codified at 24 CFR 905.10. It has a number of distinct major components. The first component is the calculation of modernization need.

Modernization Need

In determining modernization need, the formula factors a number of characteristics:

- the number of public housing units in the PHA,
- the number of units in a development,
- the age of a development,
- whether a development is in a metropolitan area or not,
- the geographical location of a development,
- the local cost of construction based on data from the R.S. Means Company,
- the average number of bedrooms in the development,
- the relative size of the buildings within a development, and
- the types of units within a development (family or elderly).

The formula looks at modernization need both from the perspective of existing modernization need (modernization need accumulated over time) and accrual modernization need (modernization need for the current year). The formula assigns equal weight to existing modernization need and accrual modernization need. The formula determines a per unit modernization need for each public housing development.

Number of Units

The next major component of the formula is the calculation of the number of units eligible to receive Capital Fund grant funding. In determining the number of units, the formula examines a number of unit characteristics: whether the unit is eligible to receive funding under an Annual Contributions Contract (ACC); whether it is part of the Turnkey III program; whether the unit has been removed from the inventory (demolished, sold or otherwise no longer under ACC); and whether a PHA has funding to replace a unit removed from the inventory. The formula multiplies the number of eligible standing units by the per unit modernization need to establish a modernization need for each development and ultimately each PHA. The formula repeats the process for units removed from the inventory that are eligible to receive Replacement Housing Factor (RHF) funding under the formula (funding for five years and under certain circumstances up to ten years after units are removed from the inventory). The formula then calculates a PHA formula share based on comparing the need and RHF amounts to the total national amounts (calculated by adding up the modernization needs and RHF amounts for all PHAs nation-wide).

Capping

The next major component of the formula is the determination as to whether a PHA's formula share is less than a minimum formula share established in the regulations. Generally a PHA's formula share is to be no less than ninety four percent of its 1999 formula share after adjusting for changes in the number of units.²

Performance Bonus

The final component of the formula is the assignment of performance bonus funding. The formula will add an additional 3% to the formula share of PHAs designated as high performing PHAs under the Public Housing Assessment System (PHAS). The formula obtains the 3% required for the bonus by subtracting it from the formula share for PHAs that are not high performers.

In addition, the Department assigns funds recaptured or withheld from previous years due to sanctions for failure to obligate on time to high performing PHAs under the PHAS. In this case non-high performing PHAs do not lose formula share to fund the additional bonus. This is usually a very small amount of funding.

Final Calculations

Ultimately, the Department takes the formula share and multiplies it by the amount of funding available to determine a grant amount. The portion of the formula share that is attributable to eligible standing units is awarded to PHAs as formula grants and the portion of the formula share that is attributable to RHF is awarded as RHF grants.

² Some PHA's participating in the Moving to Work program are subject to a different minimum formula share.

Route

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Rocky Wreck
copy

U.S. Department of Housing and Urban Development
OFFICE OF PUBLIC AND INDIAN HOUSING



June 17, 2005

Antonio M. Perez
Executive Director
Housing Authority of the City of Milwaukee
PO Box 324
Milwaukee, WI 53201-0324

copies

file
- Duane Verba
- Beverly Johnson
✓ Mandy B.

Dear Antonio M. Perez:

SUBJECT: Obligation Action, Public Housing Operating Subsidies,
LOCCS/PAS Project No: WI00200105D.

This letter obligates \$2,389,606 of Operating Subsidy funds for Federal Fiscal Year (FFY) 2005. HUD is currently obligating operating subsidy funding for three months (July - September). This project has been obligated total year-to-date funding of \$7,168,818.

Operating subsidy calculations received, reviewed, and approved by local HUD Field Offices, and transmitted to HUD Headquarters for PHAs with fiscal years beginning January 1, 2005, April 1, 2005, and July 1, 2005 are funded at 89 percent of operating subsidy eligibility before adjustments. Please note that the funding level is not final. The final determination will be made in August 2005 after all FFY 2005 budgets have been received and processed.

The amount of your obligated funds is available to you through eLOCCS. All funds must be used in accordance with the Annual Contributions Contract and associated laws and regulations. Instructions for the use of eLOCCS are in Notice PIH 2002-28 (HA). Use of eLOCCS (electronic Line of Credit Control System) to Request Operating Subsidy Payments and Elimination of Form HUD-52721.

Sincerely,

Director,
Real Estate Assessment Center

RESIDENT ADVISORY BOARD

Housing Authority of the
City of Milwaukee

June 10, 2005

Regulations Division
Office of the General Counsel
Room 10276
U.S. Department of Housing and Urban Development
451 Seventh Street SW
Washington, D.C. 20410-0500

Docket No. FR-487-P-07, HUD 2005-0005
Revisions to the Public Housing Operating Fund Program

I am writing on behalf of the Resident Advisory Board of the Housing Authority of the City of Milwaukee to express our concern and the concern of thousands of Milwaukee's public housing residents regarding the Proposed Rule that would revise the public housing operating fund program. We recently held an "Affordable Housing Summit" at which we learned that this proposed rule could result in a cut in our funding of more than \$2 million. This might mean that we will lose our public safety program or experience reductions in maintenance or other essential services.

We understand that HUD previously engaged in a negotiation to develop a rule that was fair to all parties. Concerned residents were represented in this negotiation and we were lead to believe that this process produced a rule that would have a less negative impact for our Housing Authority. We do not understand how you can ignore the agreement that you made and put out a rule that could threaten the quality and continued availability of affordable housing in our City.

We ask that you honor the process that you agreed to and implement the Negotiated Rule for the Operating Fund. We understand that our Housing Authority may still lose a significant amount of funding under the Negotiated Rule but we have committed to work with our Housing Authority to manage the impacts for residents. We appreciate the opportunity to offer our comments and we hope you will give serious consideration to this request.

Sincerely,



Sherri Reed Daniels, Chair
Resident Advisory Board

c: Senator Herb Kohl
Senator Russ Feingold
Representative Gwen Moore
Mayor Tom Barrett
Representative Joseph Knollenberg
Christine Siksa, NAHRO
Pat Lewis, CLPHA

REVISED

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, JULY 28, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the June 23rd Meeting
3. 2006 Budget Discussion with Chair Willie L. Hines Jr.
4. Treasurer's Report – Roy Tillery
5. Old Business:
 - Vacancy Report
 - Discuss ACOP changes presented at June meeting
 - 2006 Agency Plan review-Section 7
5. New Business:
 - 2005 Occupancy Report
 - Next Meeting: Mark Silverman regarding Domestic Violence
6. Other Business
7. Next meeting Thursday, August 25, 2005 (Request date change)
8. Adjourn.

Mailing:

- ⇒ Minutes June 23, 2005
- ⇒ Agenda July 28, 2005
- ⇒ Vacant Unit Status Report 7/1/05
- ⇒ 2005 Occupancy Report
- ⇒ 2006 Agency Plan Section 7
- ⇒ July 8, 2005 HUD letter regarding Capital Fund Formula
- ⇒ HACM 2004 Annual Report
- ⇒ HUD letter regarding 2005 Operating Subsidy funds

Handouts at meeting:

- ⇒ NAHRO correspondence re: Violence Against Women Act
- ⇒ 2005 Capital Funding Sheet
- ⇒ PIH Notice 2005-16 re: College Student Admissions

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management



National Association of Housing and Redevelopment Officials
630 Eye Street NW, Washington DC 20001-3736
(202) 289-3500 Toll Free 1 (877) 866-2476 Fax (202) 289-4961

Violence Against Women Act (VAWA) Reauthorization

Bills to reauthorize the Violence Against Women Act are pending in the Senate (S. 1197) and the House of Representatives (H.R. 2876). NAHRO has serious concerns about the impact of certain of the provisions contained in the housing title included in these bills and offers the following comment concerning these provisions.

Sections 606 and 607

- NAHRO supports the reauthorization of the Violence Against Women Act generally. However, certain of the bill language relating to housing [sections 606 and 607 in particular] will have a negative impact on the ability of PHAs and others to maintain safe living environments in public and assisted housing. The language of these provisions will, if enacted, create new categorical protections against termination of lease and voucher assistance for households whose members include victims of domestic violence, sexual assault, dating violence and stalking. These provisions will reduce the discretion presently available to local housing agencies for resolving these situations.
- During the last decade, HUD, PHAs and Section 8 property owners, working cooperatively, have made significant progress in addressing criminal activity in public and assisted housing. Congress supported this effort with, among other things, the enactment of Subtitle F of the Quality Housing and Work Responsibility Act of 1998, which enhanced the ability of housing providers to assure safety and security in public and assisted housing. Maintaining safe living environments remains key to the success of the public housing and Section 8 programs. The language of sections 606 and 607 is so broadly conceived and drafted that it will significantly impede or reverse the progress made in these continuing efforts.
- PHAs and Section 8 owners have concern for the safety and well-being of all residents in their properties. While provisions in the bill creating special protections for victims of domestic violence, dating violence and stalking are undoubtedly well-intended, they may in practice serve to protect some tenants at the expense of others. As presently existing, section 61 of the U.S. Housing Act [which VAWA section 607 would amend] requires, as a prerequisite to terminating a tenancy for criminal activity other than drug-related criminal

James M. Inglis, President; **Donald J. Cameron**, SPHM, Senior Vice President; **Sandra Edmonds Crewe**, PhD., PHM, Vice President-Professional Development; **Joseph E. Gray, Jr.**, Vice President-Community Revitalization & Development; **David J. Meachem**, SPHM, Vice President-Member Services; **Elizabeth C. Morris**, Vice President-Housing; **Marjorie C. Murphy**, Vice President-Commissioners; **Raymond P. Murphy, Jr.**, PHM, Vice President-International; **Saul N. Ramirez, Jr.**, Executive Director

E-mail: nahro@nahro.org
www.nahro.org

Web Site:

activity, a showing that the criminal activity involved “threatens the health, safety, or right of peaceful enjoyment of the premises by other tenants.” Proposed section 607 would alter this standard in domestic violence situations to prohibit termination of tenancy unless the housing agency can show “*an actual and imminent threat to the larger community.*” This more stringent standard will necessarily limit the ability of housing authorities and Section 8 landlords to evict in situations that are not provably “actual and imminent threats to the larger community” but where the PHA, nonetheless, considers the health, safety or peaceful enjoyment of other residents to be threatened.

- Legislation prohibiting evictions from public housing in situations involving domestic violence is not necessary. The proposed legislation is based on the assumption that evictions of public housing residents who are victims of domestic violence is widespread. NAHRO’s research indicates the contrary – that housing authorities do not evict households as a result of domestic violence except where either 1) the victim will not cooperate in addressing the problem and the incidences of domestic violence are repetitive, or 2) the situation poses a threat to other residents. Sometimes the assumption is made that PHAs seek opportunities to evict. Nothing could be further from the truth.
- The self-certification provisions of sections 606 and 607 are so loosely drafted that they will almost certainly lead to widespread abuse if these provisions are enacted.
- Both section 606 (with respect to rental assistance) and 607 (with respect to admission to public housing) prohibit denial of initial program assistance if an applicant “*is perceived to be or has been or has been perceived to be*” a victim of domestic violence, dating violence or stalking. A person who may not *actually be* such a victim, but who is or has in the past been so perceived, will nonetheless be entitled to the protections afforded by the statute. This provision would be extremely difficult to administer and is unnecessarily broad.
- The inclusion of protections for “dating violence,” defined in law to encompass not only current but also past relationships, and “stalking,” which is defined even more broadly in the bill, takes the legislation well beyond traditional conceptions of domestic violence. For example, “stalking” is defined in the bill language as: “*engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (i) fear for his or her safety or the safety of others; or (ii) suffer significant emotional distress.*” It is not difficult to envision myriad situations that meet this definition yet have nothing to do with domestic violence as that term is commonly understood. The public and assisted housing environment is litigious. The breadth of the proposed language, especially when coupled with self-certification, virtually guarantees litigation to establish positions going well beyond the likely general congressional intent in enacting VAWA.
- Public housing authorities, in particular, are the nation’s housing providers who are most, not least, likely to be engaging in proactive efforts to assist the victims of domestic violence. NAHRO’s research and that of other organizations indicates that many, if not most,

housing agencies do undertake specific efforts to assist victims of domestic violence, usually in cooperation with service providers. Singling out PHAs in legislation limiting their discretion in dealing with situations involving domestic violence is misconceived, inappropriate, and more than a little ironic.

- Public housing agencies and Section 8 owners who desire to assist the victims of domestic violence need the cooperation of victims if their efforts are to have success. By substantially limiting the possibility of lease termination, however, this legislation would remove any meaningful incentive for victims to cooperate with housing providers. This cooperation is necessary not only for the benefit of victims but also for the well-being of other tenants. It is PHAs and Section 8 owners, who bear the primary responsibility for assuring safety and security in their developments and who must be concerned with the living environments of *all* residents.

- Household domestic violence, and determining the proper response to it in particular situations, is a complex subject. PHAs know that these problems must be considered individually. Federal legislation restricting the discretion of PHAs to evict will in the end be counterproductive. NAHRO, and its member PHAs who have hands-on experience with domestic violence, believe that restricting the PHAs' flexibility in dealing with these situations may actually serve to impede rather than facilitate successful actions on the part of PHAs to protect domestic violence victims.

- This type of legislation – telling housing providers what they *cannot* do – is not the best approach for addressing domestic violence in public and assisted housing. The following are examples of practical steps that could be taken, which do not carry the negative consequences of the proposed legislation:

- HUD has promulgated excellent guidance concerning how to deal with domestic violence in its Public Housing Occupancy Handbook. The Department simply needs the resources to conduct educational programs and workshops based on this guidance.

- Preventing an eviction is often less effective in protecting a victim than relocation. This can be best achieved through the use of Section 8 vouchers. NAHRO has suggested that a pool of such special purpose vouchers be maintained at HUD for immediate use by PHAs to protect victims of domestic violence – similar to witness protection vouchers. These vouchers could be replenished by the user PHAs with turnover vouchers.

- Legislation to *empower* PHAs and section 8 landlords to better deal with domestic violence situations, rather than circumscribing their discretion, could be enacted. For example, a primary obstacle to removing perpetrators of domestic violence is the inability of landlords, under the great majority of state landlord tenant laws, to evict a member of the household without terminating the leasehold. [We disagree with assertions by some advocates that state laws already generally permit such actions or

that this is a “gray area.”] In lieu of these negative provisions, Congress should consider enacting a positive provision authorizing the inclusion in public housing and Section 8 leases of language under which PHAs and Section 8 owners – with or without the consent of the head of household - may bar from the premises any household member who is a perpetrator of domestic violence under penalty of criminal prosecution for trespass under state law. This could be accomplished through the use of existing state criminal trespass laws by removing the right of the perpetrator to be present in the premises by virtue of the lease. NAHRO believes that this measure would not require federal preemption of state landlord tenant acts.

- Prohibitive federal legislation is not necessary. A more effective strategy that could be embraced by advocates, PHAs and Section 8 landlords alike would be a cooperative effort to amend state landlord tenant acts to permit eviction of individual household members who are perpetrators of domestic violence.

- This legislation, with its focus on preserving the housing options of individual households, fails adequately to balance these concerns with the broader interests of other residents of public and assisted housing who desire safe and peaceful living environments. Neighbors of those who may be victims of domestic violence, dating violence or stalking, while empathetic to the plight of these victims, are not likely to support legislation that would potentially place their family members in harm’s way or ensure that repeated disruptions of their peaceful enjoyment of their own premises would go unremedied.

Sections 603 and 604

These sections would add detailed requirements relating domestic violence, sexual assault, dating violence and stalking to the five year and annual agency plans of public housing agencies and the Consolidated Plans of local governments.

Enactment of these provisions will add administrative burdens to PHAs and local governments at a time when efforts are being made by the federal government to streamline and reduce the federal administrative burdens imposed on them. Moreover, the existing public housing agency plan requirements include a mandate that annual plans address safety and crime prevention. Additional, specific requirements proposed in this legislation are unnecessary.

Conclusion

NAHRO recommends that Sections 603, 604, 606 and 607 be removed from the bill. Failing that, these sections require substantial modification so that they do not overreach their intended purpose.



PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

CAPITAL FUND FY 2005

FUNDING SHEET

PHA Name: Housing Authority of the City of Milwaukee

PHA Code: WI002

\$249,815

FY 2005 First Increment RHF Grant

See the web site below for the processing schedule
<http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

PUBLIC AND INDIAN HOUSING

CAPITAL FUND FY 2005 – FORMULA GRANT

FUNDING SHEET

PHA Name: Housing Authority of the City of Milwaukee

PHA Code: WI002

\$7,555,684	Formula Grant
\$242,940	3 % PHAS Bonus (High Performers) Amount
\$34,413	High Performers Redistribution of Recaptures Amount
\$7,833,037	Total Capital Fund Formula Grant

See the web site below for the processing schedule
<http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>

Biedrzycki, Mindy

From: Falek, Steve
Sent: Friday, July 15, 2005 1:54 PM
To: Falek, Mary; Biedrzycki, Mindy; Larosa, Debra
Subject: Fw: College Students

FYI
Steve Falek

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

-----Original Message-----

From: owner-updatel@schiffgroup.com <owner-updatel@schiffgroup.com>
To: updatel@schiffgroup.com <updatel@schiffgroup.com>
Sent: Fri Jul 15 13:38:11 2005
Subject: College Students

On June 15, 2005 HUD published PIH Notice 2005-16 (<http://www.hud.gov/offices/pih/publications/notices/05/pih2005-16.pdf>). It provides policy guidance for college student admissions. This is a controversial subject and every housing authority should review this Notice and decide how they want to proceed. It all started when a Section 8 New Construction owner started using his property to house college football players from his favorite team. Needless to say, this caused a problem and HUD has reacted with this Notice and in other ways.

The road you choose to follow should reflect how you feel about housing college students as the head of a household. HUD seems to believe that college students should receive very little consideration and others should take a housing preference. If you agree, we recommend that you follow all of HUD's recommendations and amend your ACOP and/or Section 8 Administrative Plan using all of the following suggestions. Conversely, if you want to house college students we recommend you amend your ACOP and/or Section 8 Administrative Plan using only those items that HUD says you must incorporate. The decision is entirely yours. In addition, you can use what HUD says you must do and some of what HUD says you should do.

You should make the following changes in your ACOP to comply with the Notice:

- Amend Section 8.2 (A) by adding after the words Family Status "-- All families must have a Head of Household or Co-Heads of Household."
- Amend Section 11.2 (F) by adding the following to the end of the statement, "unless it is an athletic scholarship that includes assistance available for housing costs and that portion is included in income."
- Add a new row to the chart in Section 12.2 after the row for Social Security Number and before the row for Citizenship that reads "Adult Status of the Head of Household". There is nothing in the third party verification column and in the hand-carried verification column insert "Valid drivers license, identification card issued by a government agency, or a birth certificate."

You may want to make some or all of the following changes if you do not want to house students:

- Add a new (F) to Section 8.2 that reads as follows:

F. Special College Student Eligibility Rules

In order to be eligible for public housing, college students living outside their parents or guardians homes must have established a separate household for at least one year prior to applying to the public housing program. This will be verified by presenting to the XYZ

Housing Authority evidence of the establishment of the separate household.

The college student must not be claimed as a dependant by parents or guardians on their IRS returns. This will be verified by examining the student's IRS return for the previous year. The XYZ Housing Authority will examine the box that asks if someone else claimed them on their tax return.

If the student is receiving an athletic scholarship that includes over \$5000 a year for housing costs, the student shall not be eligible for public housing.

• Add a new Section 12.7 on Special Verifications for Adult Students that reads:

12.7 SPECIAL VERIFICATION FOR ADULT STUDENTS

In addition to other verification procedures, student head of households must provide a written signed certification that the student does or does not receive any financial support from his or her parents or guardians and whether or not the student is receiving an athletic scholarship. If support is received, the certification must state the amount of the anticipated support. The XYZ Housing Authority shall verify using normal third party verification procedures that amount by communicating directly with the supporting person(s). If an athletic scholarship is involved, the XYZ Housing Authority shall determine if any of the scholarship is available for housing costs.

You should make the following changes in your Section 8 Administrative Plan to comply with the Notice:

• Amend Section 3.2 (A) by adding after the words Family Status "- All families must have a Head of Household or Co-Heads of Household."

• Amend Section 9.3 (F) by adding the following to the end of the statement, "unless it is an athletic scholarship that includes assistance available for housing costs and that portion is included in income."

• Add a new row to the chart in Section 10.2 after the row for Social Security Number and before the row for Citizenship that reads "Adult Status of the Head of Household". There is nothing in the third party verification column and in the hand-carried verification column insert "Valid drivers license, identification card issued by a government agency, or a birth certificate."

You may want to make some or all of the following changes if you do not want to house students:

• Add a new (G) to Section 3.2 that reads as follows:

G. Special College Student Eligibility Rules

In order to be eligible for public housing, college students living outside their parents or guardians homes must have established a separate household for at least one year prior to applying to the public housing program. This will be verified by presenting to the XYZ Housing Authority evidence of the establishment of the separate household.

The college student must not be claimed as a dependant by parents or guardians on their IRS returns. This will be verified by examining the student's IRS return for the previous year. The XYZ Housing Authority will examine the box that asks if someone else claimed them on their tax return.

If the student is receiving an athletic scholarship that includes over \$5000 a year for housing costs, the student shall not be eligible for public housing.

• Add a new Section 10.7 on Special Verifications for Adult Students that reads:

10.7 SPECIAL VERIFICATION FOR ADULT STUDENTS

In addition to other verification procedures, student head of households must provide a

written signed certification that the student does or does not receive any financial support from his or her parents or guardians and whether or not the student is receiving an athletic scholarship. If support is received, the certification must state the amount of the anticipated support. The XYZ Housing Authority shall verify using normal third party verification procedures that amount by communicating directly with the supporting person(s). If an athletic scholarship is involved, the XYZ Housing Authority shall determine if any of the scholarship is available for housing costs.

This and all Agency Plan Updating Service Email messages can be found at <http://www.schiffgroup.com/2005updatingservice>

Our sample ACOP and Section 8 Administrative Plan can also be downloaded from this web site.

11.0 VERIFICATION

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

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship, documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by the following five verification methods acceptable to HUD, in the order of preference indicated:

1. Up-front Income Verifications (UIV)

UIV is the verification of income through an independent source that systematically maintains income information in computerized form for a large number of individuals.

Current UIV resources include the following:

- a. Tenant Assessment Subsystem (TASS) – HUD's online system for Social Security (SS) and Supplemental Security Income (SSI) information.
- b. State Wage Information Collection Agencies (SWICAs)
- c. State systems for the Temporary Assistance for Needy Families (TANF) program
- d. Credit Bureau Information (CBA) credit reports
- e. Internal Revenue Service (IRS) Letter 1722

f. Private sector databases (e.g. The Work Number)

The HACM will use additional UIV resources as they become available. This will be done before, during and/or after examinations and/or re-examinations of household income as appropriate.

It is important to note that UIV data will only be used to verify a participant's eligibility for participation in a rental assistance program and to determine the level of assistance the participant is entitled to receive and only by properly trained persons whose duties require access to this information. Any other use, unless approved by the HUD Headquarters UIV Security System Administrator, is specifically prohibited and will not occur.

No adverse action can be taken against a participant until the HACM has independently verified the UIV information and the participant has been granted an opportunity to contest any adverse findings through the established grievance procedure. The consequences of adverse findings may include the HACM requiring the immediate payment of any over-subsidy, the entering into a repayment agreement, eviction, criminal prosecution, or any other appropriate remedy.

Furthermore, the information the HACM derives from the UIV system will be protected to ensure that it is utilized solely for official purposes and not disclosed in any way that would violate the privacy of the affected individuals.

Once the data has served its purpose, it shall be destroyed by either burning or shredding the data.

2. Third -Party Written Verifications

This type of verification includes written documentation, with forms sent directly to and received directly from a source, not passed through the hands of the family. It may also be a report generated automatically by another government agency, i.e., Department of Welfare, Veterans Administration, etc.

Third-party written verifications may also be used to supplement Up-front Income Verifications. They will be utilized when there is a discrepancy of \$200 a month or more and the participant disputes the UIV results.

Third party verification of SS and SSI benefits shall be obtained by getting a copy of an official Social Security Administration letter of benefits from the person receiving the benefits and verification from HUD's on-line

systems. If either of these forms of verification are not obtainable, then the file shall be documented as to why third party verification was not used.

The HACM will allow XXX (X) weeks for the return of third party written verifications prior to continuing on to the next type of verification.

3. Third-Party Oral Verifications

This type of verification includes direct contact with the source, in person or by telephone. When this method is used, staff members will be required to document in writing with whom they spoke, the date of the conversation and the facts obtained.

The HACM will allow XXX (X) business days for the return of third party oral verifications prior to continuing on to the next type of verification.

4. Review of Documents

When UIV, written and oral third party verifications are not available within the XXX (X) week and XXX (X) business days period allowed in paragraphs 2 and 3 above, the HACM will use the information received by the family, provided that the documents provide complete information. Photocopies of the documents, excluding government checks, provided by the family will be maintained in the file. In cases in which documents are viewed and cannot be photocopied, staff reviewing the documents will complete a written statement as to the contents of the document(s).

5. Self-Certification and Self-Declaration

When UIV, written and oral third party verifications are not available within the XXX (X) week and XXX (X) business days period allowed in paragraphs 2 and 3 above, and hand-carried verification cannot be obtained, the HACM will accept a statement detailing information needed, signed by the head, spouse, co-head, or other adult family member.

Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When any verification method other than Up-Front Income Verification is utilized, the HACM will document the reason for the choice of the verification methodology in the applicant/resident's file.

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's

~~certification will be accepted. (Or for citizenship documentation such as listed at Section 11.2 will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.~~

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

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

11.2 TYPES OF VERIFICATION

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

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

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
>18)		document evidencing enrollment
Need for a live-in aide	Letter from doctor or other medical professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
<u>Medicare Discount Card</u>		<u>A card with the words "Medicare Approved" on it.</u>
<u>Medicare Discount Benefit</u>		<u>Individual receipts if the pre-discount cost is included; a comparison of receipts before and after the application of the discount; other information provided by the pharmacy supplying the prescription; or if nothing else is available: an imputed value of \$48.17 per prescription.</u>

Value of and Income from Assets

Savings, checking accounts	Letter from institution	Passbook, most current statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment,

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
		records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
<u>Social Security Administration</u>		<u>Letter from Social Security as verified by HUD computer systems.</u>
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive 	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion	Evidence of job start

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

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

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

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

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

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

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

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

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

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

that the delay is caused by the family.

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

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

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

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

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

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

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

11.5 TIMING OF VERIFICATION

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

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

11.6 FREQUENCY OF OBTAINING VERIFICATION

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

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

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, SEPTEMBER 1, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the July 28th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - 2006 Agency Plan review-Sections 1, 3 and 4
5. New Business:
 - Medicare Part D Information
6. Other Business
7. Next meeting Thursday, September 22, 2005
8. Adjourn.

Mailing:

⇒

Handouts at meeting:

- ⇒ Minutes July 28, 2005
- ⇒ Agenda September 1, 2005
- ⇒ Vacant Unit Status Report 8/12/05
- ⇒ 2006 Agency Plan Sections 1, 3 and 4
- ⇒ Medicare Part D Information

c: Tony Pérez
Bobbi Marsellis
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 09-01-05



Resident Advisory Board **July 28, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace,HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Roy Tillery, Jim Wahl, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Ann Wilson, Julia Perkins, Lena Mitchell, Carla Jones, Sandra Speed, Rev. Gayner-Hunter, Rebecca McGill, Dale Peterson, Steve Falek and Mindy Biedrzycki

Members Excused: Malissa Myrick, Felicia Beamon, and Ann Wilson

- The meeting was called to order at 5:00pm and roll call was taken.
- The minutes of the June 23rd meeting were reviewed. Rosetta Johnson made a motion, seconded by Lena Mitchell to approve the minutes and they were unanimously approved.
- Sherri welcomed Common Council President and HACM Board Chair Willie Hines Jr to the meeting. Chair Hines began by thanking the members for the opportunity to address them and answer their questions regarding the current budget situation and will make sure the other commissioners are aware of their concerns. He stated that Washington has not made it possible to put together a budget as of yet because they have not released the numbers for 2006. We expect cuts to be deep but not as great due to resident feedback and staff is committed to assisting residents in whatever creative way is necessary. He told the members that the HACM board and staff work for the residents.
 - Sherri: the Summit, held May 14th, addressed ways residents could help but some residents were asking what HACM is doing.
 - Chair Hines: efforts will be made to balance what staff is proposing with resident concerns.
 - Steve: the 2005 budget is a \$22 million budget with \$7.8 million in operating

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Ch Hines cont'd:

- subsidy with no drastic cuts or reductions. There are some differences between the House and Senate versions of the proposed 2006 budget including some differences to the amount proposed for Hope VI. Overall, the amount proposed is expected to be more than original projections however, HACM is still one of the housing authorities that will receive less, approximately \$1.3 million less. HACM will defer maintenance when necessary and shouldn't have to raise rents or assess special fees however, we should focus on people with zero rent. Staff is still putting together the 2006 budget and will share it with the RAB before it goes to the HACM board.
- Chair Hines: encouraged RAB members to bring their concerns to the commissioners.
- Steve: will share the results of the survey with commissioners as soon as they are available.
- Mr. Wahl: will the City cooperate with HACM floating a bond to complete the porches at Westlawn. Chair Hines: HACM has the capacity to do this themselves but need to assess the overall need and determine if a bond issue is the best way to go.
- Reverend Hunter: is the \$1.3 million reduction firm and Steve responded that Congress is still debating the budget but that figure is expected to be a worst case scenario and probably won't affect us right at the beginning of the year.
- Reverend Hunter: does that mean the RAB and other residents would have additional opportunities to express dissatisfaction with HUD cuts. Sherri reminded members that the RAB has already sent such a letter to HUD (copy provided at this meeting). Steve responded that HUD received a record 380 comments from separate organizations, forcing them to change their course and go back to the Negotiated Rule.
- Sherri: the initial "panic" of residents and staff seems to have subsided with recent developments that cuts won't be as bad.
- Sherri told Chair Hines that his opinion is greatly appreciated and his advice and opinions always welcome and encouraged him to attend any of the RAB meetings. Chair Hines stated that he personally appreciates all that HACM has done for his family over the years and is honored to be in a position to affect change. He stated he is interested in what residents have to say and would come to any meetings that are requested of him, schedule permitting.
- Dale Peterson: are there stopgaps in place or will we be revisiting these issues next year and Steve and Sherri both echoed that this has been part of the budget process every year and that we should continue to rise to the occasion whenever necessary because our voice matters.
- Carla: what is the current status of term limits. Steve reported that he doesn't think term limits will survive the debate due to the opposition however, individual housing authorities can elect to make those policy changes. Sherri reported that many of the applicants she screens are people with no or very low income that need our services.

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July 28, 2005

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- Sherri: HACM residents are fortunate to have such a good relationship with their housing authority and cited some conversations she had with other persons at a recent trip to Washington DC as an indication that residents of other housing authorities are not all as fortunate.
- Reverend Hunter: is it feasible to present a two- or five-year budget that can't be changed by HUD. Chair Hines and Steve stated that HUD has actually taken away promised monies mid-year but that they would both be supportive of resident efforts to bring that issue to our Congressman or Senator.
- Roy: the elderly/handicap have concerns that public housing is being converted to private housing and what measures are in place to alleviate their fears? Chair Hines: Not aware of any HACM efforts to eliminate or reduce elderly housing. HACM's relationship with Friends of Housing is not an effort to privatize but rather, Friends of Housing has saved the Housing Authority thousands of dollars by managing some of our developments, making it possible to continue to provide services to our residents.
- Chair Hines: HACM has tried to be very sensitive to the concerns of all residents and has made great strides in providing accommodations for the disabled and handicapped as evidenced by Highland Gardens.
- Roy: Elderly residents were concerned when they heard that there was a possibility of repealing the Brooke Amendment.
- Dale: It's getting claustrophobic with all of the condominium development around Riverview. How does this impact persons on our waitlist? Chair Hines: Those are private developments that are not available to persons on our waitlist.
- Sherri: At recent townhall meeting for Pabst City, there was an overall sense that Hillside would be "pushed out" and comments about not wanting a public housing development so close to Pabst City and high-end condos. Chair Hines: Would never stand for anyone speaking badly of Housing Authority residents.
- Sherri thanked Chair Hines for attending the meeting and easing their concerns.
- Roy reported that the current balance is \$438.18.
- Steve reported that there have been big improvements in the vacancy rate all over the Housing Authority. Several developments are very close to full occupancy. Unfortunately this means that people on the waitlist will be waiting longer. Staff recently made another placement with the Second Chance program, for a total of four. In addition, 153 Section 8 vouchers were leased and will deplete that waitlist. Instead of opening the Section 8 waitlist, HACM will pull families from the public housing waitlist and ask if they're interested in Section 8. If not, they will stay where they were on the public housing list.
- Steve reported that changes to the Admissions and Continued Occupancy Plan (ACOP) are the result of HUD's implementation of Upfront Income Verification (UIV), a nationwide database of income information for all residents of public housing and Section 8. Mr. Wahl asked if bank statements are being required and Steve explained that a bank statement is required to determine any income earned on checking or savings account but that the account

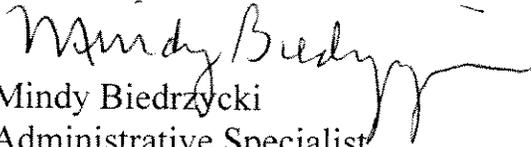
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- number is not necessary. Sherri suggested that the definition of "Personal Property" be improved so that residents don't think it means cars, tv's, etc and clarify that HACM is only interested in determining interest earned on bank accounts.
- There are no changes to Section 7 of the Agency Plan for 2006.
- The HUD-51234 Occupancy Report is a snapshot of HACM's occupancy situation on June 30, 2005.
- Mark Silverman of the Task Force on Family Violence is requesting to revisit with the RAB their earlier request to modify language in HACM's ACOP to address domestic violence. Steve reported that a bill is going through Congress and the Senate that would eliminate the "One-Strike" policy and require housing authorities to look the other way when an applicant attributes landlord problems or police contact to domestic violence. Sherri requested that the Task Force provide appropriate documentation for RAB review prior to meeting. Steve will talk to John Heinen about having a judge talk to the RAB regarding how they make their decisions on eviction cases that are related to domestic violence.
- HACM just received notification that we will receive \$7,833,037 in capital funds and \$249,815 in replacement housing factor (RHF) funds. This is a little more than we expected. Some of this has been ear-marked for Westlawn porches.
- PIH Notice 2005-16 addresses how housing authorities are to calculate rent for college students living on their own in public housing as it relates to grants and other monies they receive.
- Sherri reported that Ann had her surgery and is doing well. Summer-on-the-Hill is Wednesday July 27th.
- Steve will get a newsletter out with an update on the Summit on other things that have happened.
- Lena reported that Channel 12 has been in their building making sure residents have fans.
- Reverend Hunter reported that the Mayor has declared August 13th Rebecca McGill Day. A celebration on August 13th will honor her 95th birthday, her educational achievements and a family reunion. Anyone interested in attending should contact Reverend Hunter.
- Members agreed to change the August meeting date to September 1, 2005.
- The meeting was adjourned at 7:00pm.

Respectfully submitted,


Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez
Susan July
Rocky Marcoux
Housing Managers

Bobbi Marsells
Maria Rodriguez
Housing Management
Armando Gutierrez

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
VACANT UNIT STATUS REPORT AS OF 8/12/05**

Extra Apts / Comments	UNITS	DEVELOPMENT	1 BEDROOM		2 BEDROOM		3 BEDROOM		4 BEDROOM		5 BEDROOM		6 BEDROOM		SUBTOTALS												
			VAC	HOLD	VAC	HOLD	VAC	HOLD	VAC	HOLD	VAC	HOLD	VAC	HOLD													
2X	230E	640 Athington Court	4	0	1	3									4	1.30%											
1X	220E	641 Beecher Court	7	0	2	5									7	2.27%											
	29M	642 Cherry Court	0	0	0	0									0	0.00%											
1X	251E	643 College Court	15	4	7	8									15	3.19%											
	120E	644 Convent Hill	17	0	17	0									17	0.00%											
	40F	620 Highland Park													0	0.00%											
AS OF 7/29	48M	620 Highland Gardens	9	6	0	6	0	0	0	0	0	0	0	0	9	19.57%											
20X	120M	645 Holton Terrace	1	0	0	1									1	0.83%											
AS OF 7/29	48M	681 Hillside Terrace	4	4	0	4	1	1	0	0					5	10.20%											
19R-9X 3BR-4X 3BR-1X	421F		0	0	0	0	9	5	0	9	14	6	0	14	3	7.13%											
19R-11X	198E	682 Lapham Park	1	0	0	1	2	0	0	0	0	0	0	0	3	1.52%											
	51F	682 Carver Park													1	1.98%											
AS OF 7/29	110M	646 Lincoln Court	9	5	1	7									9	7.27%											
	230M	647 Locust Court	11	5	0	4									11	4.78%											
2X	120E	648 Merrill Park	2	0	1	1									2	0.83%											
AS OF 7/29	100E	649 Mitchell Court	1	0	1	0									1	0.00%											
12X	180M	650 Riverview	3	2	0	3									3	1.67%											
29R-1X 3BR-1X	380F	671 Parklawn	2	2	0	1	10	5	0	10	3	1	0	3	15	3.95%											
	425F	690 Scattered Sites					0	0	0	19	5	14	1	8	0	36	3.05%										
28R-5X 3BR-18X 4BR-7X	726F	672 Washlawn	12	2	0	9	16	0	0	16	10	7	0	10	3	2	0	3	5.65%								
	12F	687 Southlawn Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%										
	391V	632 Berryland	0	0	0	0	12	7	0	6	6	2	0	3	0	16	4.60%										
	247V	630 Northlawn	2	0	0	1	5	0	0	2	10	3	0	0	0	17	6.88%										
3BR-1X	330V	631 Southlawn	1	1	0	1	21	3	4	9	0	5	4		31	6.67%											
	502S	SUBTOTALS:													88	122	0	66	276								
		ELDERLY	84	26	30	43	3	1	0	0																	
		FAMILY	14	4	0	10	35	10	0	35	46	19	14	28	14	2	8	6	12	2	8	2	1	0	1	0	
		SL PARK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		NETS	3	1	0	2	38	10	4	12	25	5	5	7													
		145 APPLICATIONS ON HAND				55																					
		208 ADJUSTED VACANTS																									
		TOTAL VACANTS	88	122	0	66	276																				
		PREVIOUS REPORT	89	110	2	59	260																				
		UNITS	VAC	%																							
		2003 ELDERLY	88	4.3%																							
		2003 FAMILY	122	5.97%																							
		4045 TOTAL LI.	210	5.19%																							
		12 SL PARK	0	0.00%																							
		888 VETERAN	88	8.82%																							
		502S TOTAL	276	5.49%																							
		TOTAL MINUS HOLDS																									
		HOLD	VAC	%																							
		30	58	2.93%																							
		61	148	3.69%																							
		0	0	0.00%																							
		9	57	5.89%																							
		70	208	4.10%																							

Convent Hill- MCD
Beecher - 1 model, 1 computer lab
College Court-1 computer/lab floors

Scattered Sites- homeownership/denotire
Southlawn - 1 storage floors

Merrill Park - RO office
Mitchell Court - resident computer lab
Lincoln Court - resident computer lab

Confused about the new
Medicare Part D
Prescription Drug Benefit?

The Disability Drug Benefit
Helpline is here for you.

People under age 60 with a
disability can call the
Disability Drug Benefit
Helpline toll free at:

1 (800) 926-4862

Language translation services
available, TTY available on
callbacks - please use the relay to
leave a message

Sponsored by the Wisconsin
Coalition for Advocacy



WISCONSIN COALITION FOR ADVOCACY
The Protection & Advocacy Systems for People with Disabilities

Other Resources to help
you with the Medicare Part D
Prescription Drug Benefit

www.medicare.gov
(Available in October 2005) A tool will
be available to help choose drug plans
based on current prescriptions and zip
code.

www.WisMedRx.org
(Available in July 2005) Learn more
about the Medicare drug benefit in
Wisconsin and information about other
programs for help with prescription
drugs.

Medigap Helpline
Helps people with questions about
Medicare Supplement and Medicare
Advantage plans, long-term care
insurance, and employer or retiree
health plans.
1 (800) 242-1060

The Prescription Drug Helpline
For people aged 60 and over on
Medicare with questions about the drug
benefit.
1 (866) 456-8211

Medicare Integrity Project
Report suspicious ads or calls offering
free benefits or help with enrollment.
1 (800) 488-2596

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agency.

The Wisconsin Coalition
for Advocacy's

**Disability
Drug Benefit
Helpline**



The Medicare Part D
Prescription Drug Benefit is
Coming
We Can Help



Anyone with Medicare is eligible for the new Medicare Part D Prescription Drug Benefit.

The Helpline can answer questions about:

The Drug Benefit in General

- what the drug benefit is,
- who it will affect,
- what to do and when,
- other general information.

"Extra Help" or Low Income Subsidy Applications

Social Security is taking applications for "extra help" paying for Part D drug plan co-pays, premiums and deductibles. Call the Helpline for:

- help completing the application,
- questions about whether to apply,
- how to get an application.

Individuals enrolled in QMB or SLMB or with Medicaid and Medicare (including MAPP participants and people that have met their Medicaid spend-down) will automatically be eligible for the subsidy or "extra help."

Drug Plan Enrollment

When the drug plans become available—in the Fall of 2005 – the Helpline can:

- help you choose a drug plan that is right for you, or
- help you decide whether to enroll in a drug plan at all.

People with Medicaid benefits and Medicare (including MAPP participants and people that have met their Medicaid spend-down) will automatically be enrolled in a drug plan, but this group can change drug plans at any time.

After You Have Enrolled in a Drug Plan

The Helpline can assist you with:

- your rights,
- access to drugs,
- changing plans,
- appeal processes,
- billing problems.

A "do it yourself" appeal packet will be available from WCA in the Fall, 2005.

Important Dates

May – August 2005

Applications sent out from Social Security for "extra help"

June 2005

Notices sent to Medicaid

beneficiaries that are automatically eligible for the subsidy or "extra help"

October 2005

Drug plan information available

November 2005 – May 2006

Initial drug plan enrollment period, penalties may apply if you enroll after this time.

January 1, 2006

Drug Benefit Begins

Disability Drug Benefit Helpline: **1(800) 926-4862**

Language translation services available, TTY available on callbacks - please use the relay to leave a message

How will the Medicare Part D Prescription Drug Benefit Affect Me?

Prepared by the Wisconsin Coalition for Advocacy's Disability Drug Benefit Helpline Attorney
Aimee McCutcheon¹

What is this all about?

Medicare Part D is a nation-wide, comprehensive, very expensive change to Medicare introduced in the Medicare Modernization Act of 2003. It is very complicated, has short timelines, and will affect different people in different ways.

Medicare Part D is coming soon and **if you have any form of Medicare, you need to pay attention and make some decisions**. If you have no prescription drug coverage and high drug costs, it may be very helpful. If you have both Medicaid and Medicare you must participate.

The Wisconsin Coalition for Advocacy (WCA) is not endorsing Medicare Part D or saying it is a good benefit for all people. Because so many with disabilities in Wisconsin are affected by Medicare Part D, WCA is sponsoring the Disability Drug Benefit Helpline and providing training on Medicare Part D.

What is Medicare Part D?

Medicare Part D is a new Medicare Benefit. It is made up of many private prescription drug plans. Some plans will be national and some will only cover people in the state of Wisconsin. These plans only cover prescriptions drugs.

Medicare Part D prescription drug plans will have a list of drugs they cover and a list of pharmacies where you can go to get your drugs. Information about the drug plans will be released in October, 2005.

Other parts of Medicare and Medicaid will continue to provide benefits as before.

Can I enroll in the new benefit?

You must have Medicare to enroll in Medicare Part D.

If you have Medicare and Medicaid (*Medicaid is also sometimes called Medical Assistance or Title 19, this includes MAPP, COP, and CIP participants and people that have met their Medicaid deductible*): starting January 1, 2006, you will have drug coverage for most of your drugs under the new Medicare Part D Prescription Drug Benefit instead of from Medicaid. You will still need your Forward card because some medications and all other services will continue to be covered under Medicaid. In January 2006, you will need a card from your Medicare Part D prescription drug plan to buy your medications.

¹ This Q&A sheet was prepared in July, 2005. It will be updated periodically and posted at <http://www.w-c-a.org/pages/partd.html>

When should I enroll in Medicare Part D?

If you currently have Medicare, you can enroll in Medicare Part D beginning November 15, 2005 through May 15, 2006. If you become eligible for Medicare later, you can enroll in Medicare Part D at the same time you enroll in other parts of Medicare

If you have Medicare and Medicaid, you will be automatically enrolled in a drug plan in October, 2005 – but you can change into a different plan at any time since this plan will be chosen randomly and it might not work for you.

Medicare Part D drug coverage begins January 1, 2006 if you enroll in November or December. Otherwise, it begins the month after you enroll. **If you wait** to enroll you may have to pay a higher monthly premium for the benefit.

How do I enroll in Medicare Part D?

You must first choose a prescription drug plan that best meets your needs based on the drugs you are currently taking and the pharmacies you can go to for your drugs. Information about the drug plans will be released in October, 2005.

You will probably enroll in Medicare Part D by contacting 1(800)MEDICARE or the plan you choose directly. There may be a form you must fill out. We will better know how to enroll in November, when enrollment begins.

Is there *free* HELP available to help me choose my drug plan or help me decide whether I should enroll in Medicare Part D?

Yes!

- If you are **disabled** and under age 60, you can call the Disability Drug Benefit Helpline at: 1(800) 926-4862
- If you are **age 60 or older**:
 - you can contact your county benefits specialist or
 - call the Prescription Drug Helpline at: 1(866) 456-8211
 - If you live in Milwaukee County, call SeniorLaw at 1(888) 278-0633
- If you have access to the **internet**, you can go to www.medicare.gov for a tool to help you choose a drug plan or www.WisMedRx.org for general information about prescription drug assistance in Wisconsin – including Medicare Part D and other assistance programs.

You will need to know what prescription drugs you are taking before you call or go to the websites above for help choosing a drug plan. You can always call with general questions.

How much will a Medicare Part D prescription drug plan cost?

Generally, you have to pay a monthly premium, annual deductible, and co-payments for each prescription to receive your drugs through a Part D prescription drug plan.

These costs can be reduced for some lower income Medicare beneficiaries. You may have heard of something called “extra help” from Social Security. Anyone with Medicare can apply for the help. Call Social Security for an application: 1(800)772-1213. If you apply for extra help, you must still choose a drug plan to enroll in Part D.

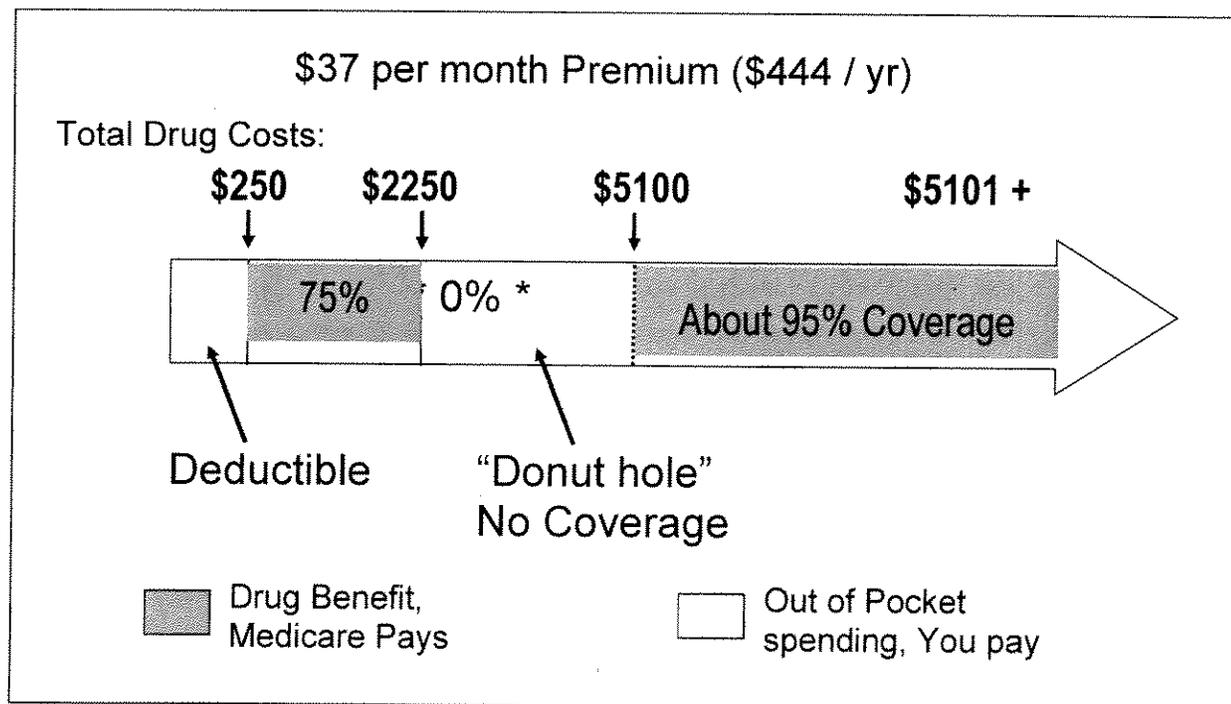
If you have Medicare and Medicaid (Medical Assistance) or if you are enrolled in a Medicare Buy-in Program (QMB, SLMB, QI), you do not need to apply. You should automatically receive this help.

How much will my Medicare Part D prescription drug plan cost if I don't qualify for “extra help” and I don't have Medicaid?

On average, each year most people (who don't get “extra help”) will pay:

- a monthly premium of about \$37 per month,
- a \$250 deductible (you pay 100% of your drug costs until the costs reach \$250),
- once you have paid the \$250 deductible, you will pay about 25% of your drug costs until your total drug costs (what you pay and what Medicare pays) reach \$2,250.
- If your total drug costs are over \$2,250, you pay 100% of your drug costs until your total out of pocket spending reaches \$3,600 in 2006. (This is often called the “donut hole” in the benefit.)
- Once your total out of pocket spending reaches \$3,600 in 2006, you pay for about 5% of your drug costs or \$2 - \$5 for each prescription.

Standard Prescription Drug Benefit



* All costs for people who don't have Medicaid or otherwise get "extra help" are average costs and estimates. Some drug plans may offer additional benefits for a higher monthly premium and some may have cost structures that are different from above. All drug plans will have about 95% coverage or \$2-\$5 co-pays once your out of pocket spending reaches \$3,600 in 2006.

How much will my Medicare Part D prescription drug plan cost if...

- **I have Medicare and Medicaid (Medical Assistance) or**
- **I am enrolled in a Medicare Buy-in Program (QMB, SLMB, QI)?**

You will pay \$0-\$5 for each prescription, depending on your income and circumstances. There is no cap on these co-payments (unless you reach \$3,600 in one year spent out of pocket on co-payments). You will have **no monthly premiums and no deductible**.

You may have received a letter in June 2005 saying that you are already eligible for "extra help." If you did not receive this letter and you want to make sure that Medicare knows you do not need to apply for extra help, call 1(800)MEDICARE, and have your Medicare number ready. **You do not need to apply** for "Extra Help" with Social Security. You should automatically receive help paying for your drug plan.

You will be randomly, automatically enrolled into a drug plan that will be effective Jan 1, 2006 so that you will have no gap in coverage. Although you automatically receive extra help and a random assignment to a plan, **you should still choose a drug plan** that works best for you and covers most if not all of your drugs before January – although you can always change your drug plan - once a month if you need.

How much will my Medicare Part D prescription drug plan cost if I apply for and receive "extra help" from Social Security to pay for my Part D drug plan?

It depends on your income and resources.

Social Security calculates your **income** differently depending on how you receive income. (If you receive wages, for example, only about 50% of your income is counted.) Social Security only counts **resources** you have available as "cash" – your savings, retirement, and checking accounts, for example. The home you live in, your valuable possessions (jewelry, furnishings, etc.), and any automobiles you own are not counted.

If you have **very low income and few resources** (about \$1,077 a month in countable income and \$7,500 in resources for a single person):

- You will pay \$2-\$5 for each prescription.
- You will have no monthly premiums and no deductible.

If you have slightly **higher income and resources** (but not more than about \$1,475.38 a month in countable income and \$11,500 in resources for a single person), you will pay:

- Monthly premiums of up to \$37 per month (sliding scale),
- a \$50 deductible,

- 15% co-payments until your total out of pocket costs for your drugs reaches \$3,600 in 2006, and
- once you pay \$3,600 in 2006 for your drugs, you will pay about 5% of your drug costs or \$2-\$5 for each prescription.

Anyone with Medicare can apply for extra help. Call Social Security for an application: 1(800)772-1213. Applications are available in Spanish and directions to complete the application are available in 15 other languages. You can apply online at www.ssa.gov. You can also set up an appointment at your local Social Security Office to have them help you through the application. If you think you might qualify or aren't sure, apply.

Even if you are granted "extra help" to pay for your drug plan, **you should still choose a drug plan** that works best for you so you have coverage beginning January 1, 2006 (One may be chosen for you, but it will be a random selection and will not start coverage until June, 2006).

What if I already have prescription drug coverage?

If you already have prescription drug coverage under a private plan (retiree plans, employer plans, Medicare supplement policies, HIRSP, etc.), depending on how much Medicare Part D will cost for you, you may not want to enroll in Medicare Part D right now. You should know that:

- Your drug coverage under your current plan **may be changing in 2006**.
- You may have a **higher monthly premium** if you want to enroll in Part D later. This increases each month you are eligible for Part D, not enrolled in Part D and do not have "creditable coverage." "Creditable coverage" means an insurance plan has been determined to be as good as or better than Medicare Part D.

You should contact your current drug plan and find out:

- Will your drug coverage continue in 2006?
- If your drug coverage continues, is it "creditable coverage"? If your drug plan is "creditable," you should ask your plan to send you a notice showing the coverage is "creditable" and keep this for your records in case you want to later enroll in a Medicare Part D prescription drug plan.

Many insurers will not know how or if their coverage is changing until the fall of 2005. Continue to check with your plan each year to make sure your coverage is still "creditable."

You can also call the Medigap Helpline with questions: 1(800) 242-1060 (the Medigap Helpline can answer questions about private insurance that covers people in addition to Medicare. They can help you through decisions about what to do with the addition of Part D and whether it is worthwhile to keep a separate policy.)

What if I need a Drug that is not covered by my Part D Prescription Drug Plan?

Each drug plan will have a list of drugs it covers, called a "formulary." In addition, some drugs that are covered by your plan might have higher co-payments than other drugs on the plan's drug list that treat the same condition.

You can get drugs normally not covered by your plan or get drugs reduced to a lower co-payment by requesting an "exception" to the drug plan's list of covered drugs or the co-payment structure.

You should request an exception directly from your drug plan (not from your pharmacist). Your drug plan must cover your medication if your doctor can show:

- it is medically necessary and
- other drugs on the list of drugs your plan covers are not as effective or are harmful to you.

Exceptions may not be available for some very high cost drugs. Plans may not be required to lower the price for your drugs if there is a generic alternative.

There are **extra protections** for anti-psychotic, anti-depressant, anti-convulsant (seizure medications), anti-retroviral (HIV), anti-neoplastics (cancer), and immunosuppressant medications. Drug plans should cover most or all of these drugs and provide "uninterrupted access" to these drugs.

Can my plan change the drugs that are on the list of covered drugs?

Yes. If you are currently taking a drug and it is removed from the plan's drug list, the plan must give you 60 days notice before making the change. This is meant to give you time to ask the plan to cover the drug or request an "exception."

If you do not get this notice and you try to re-fill a prescription of a drug that has been removed from the list, you should be given a 60 day supply of the drug.

If you are not currently taking the drug the plan is not required to notify you. Therefore, each time you are prescribed a new drug you and your doctor should consult your plan and make sure the drug is covered.

Can I change my drug plan once I have enrolled?

Generally, you can only change your plan **once a year** during the "annual election period": November 15 – December 31.

If you have **Medicare and Medicaid**, you can change your plan any time before January 1. After that, you can change your plan **once a month** if you wish.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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	567236		250
Extremely low income <=30% AMI	529215	93.3% 91.0%	
Very low income (>30% but <=50% AMI)	3819	6.7%8.0%	
Low income (>50% but <80% AMI)	02	.0%1.0%	
Families with children	400139	70.55%59.0%	
Elderly families	11	.1%	
Families with Disabilities	1	.1%	
Race/ethnicity Black	506217	89.23%92.0%	
Race/ethnicity White	3610	6.34%4.2%	
Race/ethnicity Hispanic	206	3.52%2.5%	
Race/ethnicity Other	53	.91%1.3%	
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List

Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <u>5668</u> Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (Family)			
<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	5,1113,148		3252,000
Extremely low income <=30% AMI	4,9163,001	96.2%95.3%	
Very low income (>30% but <=50% AMI)	175132	3.4%4.2%	
Low income (>50% but <80% AMI)	2015	.4%.5%	
Families with children	4,4032,717*	86.1%86.3%	
Elderly families/or singles	80	.2%0%	
Families with Disabilities	700449*	13.7%14.5%	
Race/ethnicity Black	4,4962803**	88%89%	
Race/ethnicity White	571320**	11.2%10.2%	
Race/ethnicity Hispanic	340191**	6.7%6.1%	
Race/ethnicity American Indian	1912**	.4%.3%	
Race/ethnicity Asian	2012**	.4%.3%	
** Some families may be disabled families (e.g. disabled head of household) AND			

Housing Needs of Families on the Waiting List			
families with children.			
** Individuals may self-identify more than one race and/or ethnicity.			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	513303	10%9.5%	
2 BR	3,0251,622	59.2%51.5%	
3 BR	1,164910	22.8%28.9%	
4 BR	340260	6.7%8.3%	
5 BR	5846	1.1%1.4%	
5+ BR	117	.2%.4%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <u>12</u>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (Elderly high-rise/disabled/singles)			
<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	1,2131,490		2601,200
Extremely low income <=30% AMI	1,0991,361	90.6%91.3%	
Very low income (>30% but <=50% AMI)	103113	8.5%7.6%	
Low income (>50% but <80% AMI)	1116	.9%1.1%	
Families with	NA (Designated		

Housing Needs of Families on the Waiting List

children	Housing Plan)		
Elderly families* (*includes near elderly)	292294	24%19.7%	
Families with Disabilities	394450	32.5%30.2%	
Families with Singles	527746	43.5%50.1%	
Race/ethnicity Black	1,0001,268**	82.4%85.1%	
Race/ethnicity White	202205**	16.7%13.7%	
Race/ethnicity Hispanic	5960**	4.9%4.1%	
Race/ethnicity American Indian	29**	.2%.6%	
Race/ethnicity American Indian			
Race/ethnicity Asian	76**	.6%.4%	

** Individuals may self-identify more than one race and/or ethnicity.

Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,2061,477	99.4%99.1%	
2 BR	712	.6%.9%	
3 BR	NA		
4 BR	NA		
5 BR	NA		
5+ BR	NA		

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

If yes:

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

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

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

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)
Within 3-4 months of anticipated occupancy.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

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

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

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

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
Via U.S. mail

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.

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:

d. 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

Townhomes at Carver Park (tax credit & private market units only)

Highland Park Midrise (tax credit units only)

Cherry Court (tax credit units only)

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists? 3

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)

Through Friends of Housing Corporation

(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)

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

- a. Emergency transfers: where conditions pose an immediate threat to the life, health or safety of a family member (depending upon the nature/severity of an emergency, an emergency transfer(s) may take priority over a new admission);
- b. Incentive transfers: for families who live in a development where their income category (below or above 30% of area median) predominates and the family wishes to move to a development where their income category does not predominate;
- c. Immediate administrative transfers: permit family members needing accessible features to move to a unit with such a feature or to enable modernization work to proceed;
- d. Regular administrative transfers: are made to offer incentives to families willing to help meet certain HACM occupancy goals, to correct occupancy standards where the unit is an inappropriate size and composition of the family; for non-emergency but medically advisable transfers, to allow qualified residents to take advantage of HACM's designated housing plan

(i.e. to transfer from a mixed population to an elderly-only high-rise building); and other transfers approved by HACM when a transfer is the only or best way of solving a serious problem.

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

All preferences are ranked within date and time of application:

Most in need;

Broad range of income

Placement from HACM-owned non-subsidized housing

Designated housing

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

1 Date and Time

1 Most in need;

2 Broad range of income;

3 Placement from HACM-owned non-subsidized housing;
1 Designated housing

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
Resident handbook

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: 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 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)]

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)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Changes in regulations, policies, procedures and other pertinent information related to the program.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

- Other (list below)
The waiting list is currently closed however, when it is open persons may apply through a telemarketing service, via the internet, or at a predetermined location that is announced at the opening of the waiting list. The application process will be publicly announced at least 60 days prior to opening the wait list. HACM may use a lottery system to create a wait list of 2000 applicants.

(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:

Initially vouchers are issued for 120 days.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Catastrophic life/imminent danger
 - Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Catastrophic life/imminent danger
 - Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.12(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:
Standard exclusion of \$2,000 per household for each public housing household with earned income with the deduction in effect for up to 12 months.

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

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

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

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

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but 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)

HACM has set the minimum rent as \$50.00. However, if the family requests hardship exemption, HACM will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

A hardship exists when the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.

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

CITY OF MILWAUKEE

HOUSING MANAGEMENT Interdepartmental Correspondence

DATE: September 6, 2005

TO: RAB Members

FROM: Mindy Biedrzycki *MB*

SUBJECT: RAB Meeting Information

Enclosed are the minutes of the meeting held September 1st. If you were unable to attend, I have also enclosed the information that was distributed at that meeting. With the deadline approaching for submission of the Agency Plan, we have our work cut out for us at the September 22nd meeting, as this will be the last time we meet before the Plan must be submitted. At that meeting, we will be reviewing the sections on goals, accomplishments, financial resources expected in the upcoming year and changes to the verification section in the ACOP that you received previously. I am committed to getting the remaining sections that require your review and approval PRIOR to that meeting. ☺ (Unfortunately, circumstances beyond my control prevented me from meeting that committed this last meeting.)

Also enclosed is a copy of the sign up sheet that was passed around for a potluck dinner at the next meeting.

If you have any questions, please feel free to call me at 286-5685.

Thanks

Enclosures

cc Steve Falek



Resident Advisory Board **September 1, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct.

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: , Roy Tillery, Jim Wahl, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Julia Perkins, Lena Mitchell, Carla Jones, Sandra Speed, Rev. Gayner-Hunter, Dale Peterson, Steve Falek and Mindy Biedrzycki

Members Excused: Sherri Reed-Daniels, Malissa Myrick, Felicia Beamon, Rebecca McGill, and Ann Wilson

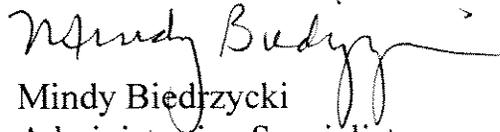
- Mr. Wahl called the meeting to order at 5:10pm and roll call was taken.
- The minutes of the July 28th meeting were reviewed. Rosetta Johnson made a motion, seconded by Lena Mitchell to approve the minutes with corrections and they were unanimously approved.
- Roy reported that the balance in the checking account is \$438.18. The RAB has not yet received their allocation of Resident Participation Funding. Mindy will check with Maria Rodriguez.
- Steve reported that vacancies are low at all developments which means not many names are being pulled from the waiting list. The Section 8 wait list has been nearly exhausted. Due to the pending software conversion, the wait list will not be open at this time. Instead, HACM sent letters to the first 500 people on the public housing list offering to be placed on the Section 8 wait list. Over 50% have responded in favor.
- Mindy reviewed Sections 1, 3 and 4 of the Agency Plan. Section 1 contains information from the waitlists for public housing family, elderly/disabled/singles and

Section 8. Last year's numbers are crossed off and the updated information is underlined. Section 3 covers the selection criteria. The only change to this section is in the subcategory (2) Waiting List Organization in which we identify three developments that maintain site-based waiting lists. Section 4 covers rent determination and there are no changes to this section. The sections that yet need to be reviewed include goals, accomplishments, financial resources and capital plan and will be available in advance of the Sept 22nd meeting, which is the last meeting to review Agency Plan documents before submission to HUD. The public hearing will be held at the HACM Board meeting on September 21st at 1:30 in City Hall, Room 301A.

- Steve reported that Mark Silverman and the Task Force on Family Violence were expected to be at the present meeting but Mark called and requested a postponement to either the Sept 22nd or Oct 27th meeting. Steve suggested that we wait until after the Agency Plan is submitted before rescheduling with them. Any changes to Agency Plan or ACOP that could come as a result of the Task Force recommendation can be made at any time-there is no urgency to including them in the original submission.
- The Medicare Part D information distributed by Wisconsin Coalition for Advocacy can be used to help determine an individual's eligibility for and correct use of the benefit. Reverend Hunter stated that two informational sessions that were held at Convent recently were very confusing. Steve suggested calling the Coalition to see if they are available for on-site training.
- Steve distributed an article pertaining to PHA payment of utilities for air conditioning costs and stated that currently, PHA's are prohibited from doing so and violating this could result in loss of operating subsidy. HUD has proposed a State and Local Housing Flexibility Act (SLHFA), which would give PHA's the flexibility to pay air conditioning costs when necessary. For HACM, this affects Highland Gardens, where units have central air conditioning and HACM pays the utilities.
- Roy suggested that we pass a sign up sheet for a potluck meal at the next meeting.
- Lena stated that Mitchell Court is making plans for a food drive to benefit hurricane victims. She will contact the Red Cross on September 6th to find out what their need is and pass that on to other RO's. Reverend Hunter stated she heard Red Cross is asking for monetary donations and inquired if this would be an eligible expense from RAB funds. Steve indicated it would be. Mr. Wahl suggested we make this decision when Sherri returns.
- Steve announced that Lena Mitchell served her first meeting as HACM commissioner on August 17th.
- Carla commended Sherri for recognizing the RAB members at the HACM annual meeting held July 20th at Highland Gardens.
- Kudos to Roy for providing the tape recording of HACM's annual meeting when their own recording malfunctioned.

- Steve reported that staff is hopeful that there will be a groundbreaking for the new Convent Hill in October or November, regardless of the outcome of the Hope VI application.
- The next meeting will be September 22, 2005 at the Resource Center.
- Carla made a motion, seconded by Reverend Hunter to adjourn the meeting at 5:45pm.

Respectfully submitted,


Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez Bobbi Marsells
 Susan July Maria Rodriguez
 Rocky Marcoux Housing Management
 Housing Managers Armando Gutierrez

HA:SBF/ab (Resident Advisory Board Folder) Resident Advisory Board Minutes 9-01-05

Sept 22 Potluck

Meat

? Roy Tillery
Carla Jones

Side dish

Beans James Wahl
Rosetta Johnson

Cheesy Potatoes - Steve (Mary)

Bread

Julia Perkins = Rolls
Audrey

Dessert

Cake Ms Montgomery
DIP - ?
Sandwiches

Vegetables Rev LGA

Any thing you shoot off
LGA

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, SEPTEMBER 1, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.

1. Roll Call
2. Review/Approve Minutes of the July 28th Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - 2006 Agency Plan review-Sections 1, 3 and 4
5. New Business:
 - Medicare Part D Information
6. Other Business
7. Next meeting Thursday, September 22, 2005
8. Adjourn.

Mailing:

⇒

Handouts at meeting:

- ⇒ Minutes July 28, 2005
- ⇒ Agenda September 1, 2005
- ⇒ Vacant Unit Status Report 8/12/05
- ⇒ 2006 Agency Plan Sections 1, 3 and 4
- ⇒ Medicare Part D Information

c: Tony Pérez
Bobbi Marsellis
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 09-01-05



Resident Advisory Board **July 28, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

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Patricia Montgomery –Locust Ct

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace,HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: Sherri Reed-Daniels, Roy Tillery, Jim Wahl, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Ann Wilson, Julia Perkins, Lena Mitchell, Carla Jones, Sandra Speed, Rev. Gayner-Hunter, Rebecca McGill, Dale Peterson, Steve Falek and Mindy Biedrzycki

Members Excused: Malissa Myrick, Felicia Beamon, and Ann Wilson

- The meeting was called to order at 5:00pm and roll call was taken.
- The minutes of the June 23rd meeting were reviewed. Rosetta Johnson made a motion, seconded by Lena Mitchell to approve the minutes and they were unanimously approved.
- Sherri welcomed Common Council President and HACM Board Chair Willie Hines Jr to the meeting. Chair Hines began by thanking the members for the opportunity to address them and answer their questions regarding the current budget situation and will make sure the other commissioners are aware of their concerns. He stated that Washington has not made it possible to put together a budget as of yet because they have not released the numbers for 2006. We expect cuts to be deep but not as great due to resident feedback and staff is committed to assisting residents in whatever creative way is necessary. He told the members that the HACM board and staff work for the residents.
 - Sherri: the Summit, held May 14th, addressed ways residents could help but some residents were asking what HACM is doing.
 - Chair Hines: efforts will be made to balance what staff is proposing with resident concerns.
 - Steve: the 2005 budget is a \$22 million budget with \$7.8 million in operating

Resident Advisory Board Meeting Minutes

July 28, 2005

Page Two

Ch Hines cont'd:

- subsidy with no drastic cuts or reductions. There are some differences between the House and Senate versions of the proposed 2006 budget including some differences to the amount proposed for Hope VI. Overall, the amount proposed is expected to be more than original projections however, HACM is still one of the housing authorities that will receive less, approximately \$1.3 million less. HACM will defer maintenance when necessary and shouldn't have to raise rents or assess special fees however, we should focus on people with zero rent. Staff is still putting together the 2006 budget and will share it with the RAB before it goes to the HACM board.
- Chair Hines: encouraged RAB members to bring their concerns to the commissioners.
- Steve: will share the results of the survey with commissioners as soon as they are available.
- Mr. Wahl: will the City cooperate with HACM floating a bond to complete the porches at Westlawn. Chair Hines: HACM has the capacity to do this themselves but need to assess the overall need and determine if a bond issue is the best way to go.
- Reverend Hunter: is the \$1.3 million reduction firm and Steve responded that Congress is still debating the budget but that figure is expected to be a worst case scenario and probably won't affect us right at the beginning of the year.
- Reverend Hunter: does that mean the RAB and other residents would have additional opportunities to express dissatisfaction with HUD cuts. Sherri reminded members that the RAB has already sent such a letter to HUD (copy provided at this meeting). Steve responded that HUD received a record 380 comments from separate organizations, forcing them to change their course and go back to the Negotiated Rule.
- Sherri: the initial "panic" of residents and staff seems to have subsided with recent developments that cuts won't be as bad.
- Sherri told Chair Hines that his opinion is greatly appreciated and his advice and opinions always welcome and encouraged him to attend any of the RAB meetings. Chair Hines stated that he personally appreciates all that HACM has done for his family over the years and is honored to be in a position to affect change. He stated he is interested in what residents have to say and would come to any meetings that are requested of him, schedule permitting.
- Dale Peterson: are there stopgaps in place or will we be revisiting these issues next year and Steve and Sherri both echoed that this has been part of the budget process every year and that we should continue to rise to the occasion whenever necessary because our voice matters.
- Carla: what is the current status of term limits. Steve reported that he doesn't think term limits will survive the debate due to the opposition however, individual housing authorities can elect to make those policy changes. Sherri reported that many of the applicants she screens are people with no or very low income that need our services.

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- Sherri: HACM residents are fortunate to have such a good relationship with their housing authority and cited some conversations she had with other persons at a recent trip to Washington DC as an indication that residents of other housing authorities are not all as fortunate.
- Reverend Hunter: is it feasible to present a two- or five-year budget that can't be changed by HUD. Chair Hines and Steve stated that HUD has actually taken away promised monies mid-year but that they would both be supportive of resident efforts to bring that issue to our Congressman or Senator.
- Roy: the elderly/handicap have concerns that public housing is being converted to private housing and what measures are in place to alleviate their fears? Chair Hines: Not aware of any HACM efforts to eliminate or reduce elderly housing. HACM's relationship with Friends of Housing is not an effort to privatize but rather, Friends of Housing has saved the Housing Authority thousands of dollars by managing some of our developments, making it possible to continue to provide services to our residents.
- Chair Hines: HACM has tried to be very sensitive to the concerns of all residents and has made great strides in providing accommodations for the disabled and handicapped as evidenced by Highland Gardens.
- Roy: Elderly residents were concerned when they heard that there was a possibility of repealing the Brooke Amendment.
- Dale: It's getting claustrophobic with all of the condominium development around Riverview. How does this impact persons on our waitlist? Chair Hines: Those are private developments that are not available to persons on our waitlist.
- Sherri: At recent townhall meeting for Pabst City, there was an overall sense that Hillside would be "pushed out" and comments about not wanting a public housing development so close to Pabst City and high-end condos. Chair Hines: Would never stand for anyone speaking badly of Housing Authority residents.
- Sherri thanked Chair Hines for attending the meeting and easing their concerns.
- Roy reported that the current balance is \$438.18.
- Steve reported that there have been big improvements in the vacancy rate all over the Housing Authority. Several developments are very close to full occupancy. Unfortunately this means that people on the waitlist will be waiting longer. Staff recently made another placement with the Second Chance program, for a total of four. In addition, 153 Section 8 vouchers were leased and will deplete that waitlist. Instead of opening the Section 8 waitlist, HACM will pull families from the public housing waitlist and ask if they're interested in Section 8. If not, they will stay where they were on the public housing list.
- Steve reported that changes to the Admissions and Continued Occupancy Plan (ACOP) are the result of HUD's implementation of Upfront Income Verification (UIV), a nationwide database of income information for all residents of public housing and Section 8. Mr. Wahl asked if bank statements are being required and Steve explained that a bank statement is required to determine any income earned on checking or savings account but that the account

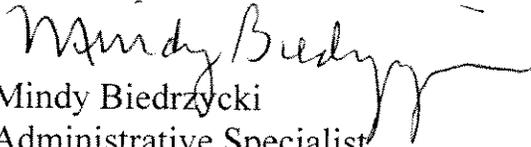
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- number is not necessary. Sherri suggested that the definition of "Personal Property" be improved so that residents don't think it means cars, tv's, etc and clarify that HACM is only interested in determining interest earned on bank accounts.
- There are no changes to Section 7 of the Agency Plan for 2006.
- The HUD-51234 Occupancy Report is a snapshot of HACM's occupancy situation on June 30, 2005.
- Mark Silverman of the Task Force on Family Violence is requesting to revisit with the RAB their earlier request to modify language in HACM's ACOP to address domestic violence. Steve reported that a bill is going through Congress and the Senate that would eliminate the "One-Strike" policy and require housing authorities to look the other way when an applicant attributes landlord problems or police contact to domestic violence. Sherri requested that the Task Force provide appropriate documentation for RAB review prior to meeting. Steve will talk to John Heinen about having a judge talk to the RAB regarding how they make their decisions on eviction cases that are related to domestic violence.
- HACM just received notification that we will receive \$7,833,037 in capital funds and \$249,815 in replacement housing factor (RHF) funds. This is a little more than we expected. Some of this has been ear-marked for Westlawn porches.
- PIH Notice 2005-16 addresses how housing authorities are to calculate rent for college students living on their own in public housing as it relates to grants and other monies they receive.
- Sherri reported that Ann had her surgery and is doing well. Summer-on-the-Hill is Wednesday July 27th.
- Steve will get a newsletter out with an update on the Summit on other things that have happened.
- Lena reported that Channel 12 has been in their building making sure residents have fans.
- Reverend Hunter reported that the Mayor has declared August 13th Rebecca McGill Day. A celebration on August 13th will honor her 95th birthday, her educational achievements and a family reunion. Anyone interested in attending should contact Reverend Hunter.
- Members agreed to change the August meeting date to September 1, 2005.
- The meeting was adjourned at 7:00pm.

Respectfully submitted,


Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez
Susan July
Rocky Marcoux
Housing Managers

Bobbi Marsells
Maria Rodriguez
Housing Management
Armando Gutierrez

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
VACANT UNIT STATUS REPORT AS OF 8/12/05**

Extra Apps / Comments	UNITS	DEVELOPMENT	1 BEDROOM		2 BEDROOM		3 BEDROOM		4 BEDROOM		5 BEDROOM		6 BEDROOM		SUBTOTALS										
			VAC	HOLD	VAC	HOLD	VAC	HOLD	VAC	HOLD	VAC	HOLD	VAC	HOLD											
2X	230E	Arlington Court	4	0	1	3									4	1.30%									
1X	220E	Becher Court	7	0	2	5									7	2.27%									
	29M	Cherry Court	0	0	0	0									0	0.00%									
1X	251E	College Court	15	4	7	8									15	3.19%									
	120E	Convent Hill	17	0	17	0									17	0.00%									
	40F	820 Highland Park													0	0.00%									
AS OF 7/29	48M	820 Highland Gardens	9	6	0	6	0	0	0	0	0	0	0	0	9	19.57%									
20X	120M	645 Holton Terrace	1	0	0	1									1	0.83%									
AS OF 7/29	48M	681 Hillside Terrace	4	4	0	4	1	1	0	0				5	10.20%										
19R-9X 3BR-4X 3BR-1X	421F		0	0	0	0	9	5	0	9	14	6	0	14	3	7.13%									
19R-11X	198E	682 Lapham Park	1	0	0	1	2	0	0	0	0	0	0	3	1.52%										
	51F	682 Carver Park													1	1.98%									
AS OF 7/29	110M	646 Lincoln Court	9	5	1	7								9	7.27%										
	230M	647 Locust Court	11	5	0	4									11	4.78%									
2X	120E	648 Merrill Park	2	0	1	1								2	0.83%										
AS OF 7/29	100E	649 Mitchell Court	1	0	1	0								1	0.00%										
12X	180M	650 Riverview	3	2	0	3								3	1.67%										
29R-1X 3BR-1X	380F	671 Parklawn	2	2	0	1	10	5	0	10	3	1	0	3	1.67%										
	425F	690 Scattered Sites					0	0	0	19	5	14	1	8	0	8	0	1	0	1	0				
28R-5X 3BR-18X 4BR-7X	726F	672 Washlawn	12	2	0	9	16	0	0	16	10	7	0	10	3	2	0	3	3	0	0	0	0		
	12F	687 Southlawn Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	391V	632 Berryland	0	0	0	0	12	7	0	6	6	2	0	3	0	0	0	0	0	0	0	0	0	0	
	247V	630 Northlawn	2	0	0	1	5	0	0	2	10	3	0	0	0	0	0	0	0	0	0	0	0	0	
3BR-1X	330V	631 Southlawn	1	1	0	1	21	3	4	9	0	5	4		0	0	0	0	0	0	0	0	0	0	
	502S	SUBTOTALS:																							
		ELDERLY	84	26	30	43	3	1	0	0															
		FAMILY	14	4	0	10	35	10	0	35	46	19	14	28	14	2	8	6	12	2	8	2	1	0	1
		SL PARK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		NETS	3	1	0	2	38	10	4	12	25	5	5	7											
		145 APPLICATIONS ON HAND				55																			
		208 ADJUSTED VACANTS																							
		TOTAL VACANTS	88	122	0	66	276																		
		PREVIOUS REPORT	89	110	2	59	260																		
		UNITS	VAC	%																					
		2003 ELDERLY	88	4.39%																					
		2003 FAMILY	122	5.97%																					
		4045 TOTAL LI.	210	5.19%																					
		12 SL PARK	0	0.00%																					
		888 VETERAN	88	8.82%																					
		502S TOTAL	276	5.49%																					
		TOTAL MINUS HOLDS																							
		HOLD	30	58	2.93%																				
		VAC	61	148	3.89%																				
		%	0	0	0.00%																				
			9	57	5.89%																				
			70	208	4.10%																				

Convent Hill- MCD
Becher - 1 model, 1 computer lab
College Court-1 computer/lab floors

Scattered Sites- homeownership/denotire
Southlawn - 1 storage floors

Merrill Park - RO office
Mitchell Court - resident computer lab
Lincoln Court - resident computer lab

Confused about the new
Medicare Part D
Prescription Drug Benefit?

The Disability Drug Benefit
Helpline is here for you.

People under age 60 with a
disability can call the
Disability Drug Benefit
Helpline toll free at:

1 (800) 926-4862

Language translation services
available, TTY available on
callbacks - please use the relay to
leave a message

Sponsored by the Wisconsin
Coalition for Advocacy



WISCONSIN COALITION FOR ADVOCACY
The Protection & Advocacy Systems for People with Disabilities

Other Resources to help
you with the Medicare Part D
Prescription Drug Benefit

www.medicare.gov
(Available in October 2005) A tool will
be available to help choose drug plans
based on current prescriptions and zip
code.

www.WisMedRx.org
(Available in July 2005) Learn more
about the Medicare drug benefit in
Wisconsin and information about other
programs for help with prescription
drugs.

Medigap Helpline
Helps people with questions about
Medicare Supplement and Medicare
Advantage plans, long-term care
insurance, and employer or retiree
health plans.
1 (800) 242-1060

The Prescription Drug Helpline
For people aged 60 and over on
Medicare with questions about the drug
benefit.
1 (866) 456-8211

Medicare Integrity Project
Report suspicious ads or calls offering
free benefits or help with enrollment.
1 (800) 488-2596

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The Wisconsin Coalition
for Advocacy's

**Disability
Drug Benefit
Helpline**



The Medicare Part D
Prescription Drug Benefit is
Coming
We Can Help



Anyone with Medicare is eligible for the new Medicare Part D Prescription Drug Benefit.

The Helpline can answer questions about:

The Drug Benefit in General

- what the drug benefit is,
- who it will affect,
- what to do and when,
- other general information.

"Extra Help" or Low Income Subsidy Applications

Social Security is taking applications for "extra help" paying for Part D drug plan co-pays, premiums and deductibles. Call the Helpline for:

- help completing the application,
- questions about whether to apply,
- how to get an application.

Individuals enrolled in QMB or SLMB or with Medicaid and Medicare (including MAPP participants and people that have met their Medicaid spend-down) will automatically be eligible for the subsidy or "extra help."

Drug Plan Enrollment

When the drug plans become available—in the Fall of 2005 – the Helpline can:

- help you choose a drug plan that is right for you, or
- help you decide whether to enroll in a drug plan at all.

People with Medicaid benefits and Medicare (including MAPP participants and people that have met their Medicaid spend-down) will automatically be enrolled in a drug plan, but this group can change drug plans at any time.

After You Have Enrolled in a Drug Plan

The Helpline can assist you with:

- your rights,
- access to drugs,
- changing plans,
- appeal processes,
- billing problems.

A "do it yourself" appeal packet will be available from WCA in the Fall, 2005.

Important Dates

May – August 2005

Applications sent out from Social Security for "extra help"

June 2005

Notices sent to Medicaid

beneficiaries that are automatically eligible for the subsidy or "extra help"

October 2005

Drug plan information available

November 2005 – May 2006

Initial drug plan enrollment period, penalties may apply if you enroll after this time.

January 1, 2006

Drug Benefit Begins

Disability Drug Benefit Helpline: **1(800) 926-4862**

Language translation services available, TTY available on callbacks - please use the relay to leave a message

How will the Medicare Part D Prescription Drug Benefit Affect Me?

Prepared by the Wisconsin Coalition for Advocacy's Disability Drug Benefit Helpline Attorney
Aimee McCutcheon¹

What is this all about?

Medicare Part D is a nation-wide, comprehensive, very expensive change to Medicare introduced in the Medicare Modernization Act of 2003. It is very complicated, has short timelines, and will affect different people in different ways.

Medicare Part D is coming soon and **if you have any form of Medicare, you need to pay attention and make some decisions**. If you have no prescription drug coverage and high drug costs, it may be very helpful. If you have both Medicaid and Medicare you must participate.

The Wisconsin Coalition for Advocacy (WCA) is not endorsing Medicare Part D or saying it is a good benefit for all people. Because so many with disabilities in Wisconsin are affected by Medicare Part D, WCA is sponsoring the Disability Drug Benefit Helpline and providing training on Medicare Part D.

What is Medicare Part D?

Medicare Part D is a new Medicare Benefit. It is made up of many private prescription drug plans. Some plans will be national and some will only cover people in the state of Wisconsin. These plans only cover prescriptions drugs.

Medicare Part D prescription drug plans will have a list of drugs they cover and a list of pharmacies where you can go to get your drugs. Information about the drug plans will be released in October, 2005.

Other parts of Medicare and Medicaid will continue to provide benefits as before.

Can I enroll in the new benefit?

You must have Medicare to enroll in Medicare Part D.

If you have Medicare and Medicaid (*Medicaid is also sometimes called Medical Assistance or Title 19, this includes MAPP, COP, and CIP participants and people that have met their Medicaid deductible*): starting January 1, 2006, you will have drug coverage for most of your drugs under the new Medicare Part D Prescription Drug Benefit instead of from Medicaid. You will still need your Forward card because some medications and all other services will continue to be covered under Medicaid. In January 2006, you will need a card from your Medicare Part D prescription drug plan to buy your medications.

¹ This Q&A sheet was prepared in July, 2005. It will be updated periodically and posted at <http://www.w-c-a.org/pages/partd.html>

When should I enroll in Medicare Part D?

If you currently have Medicare, you can enroll in Medicare Part D beginning November 15, 2005 through May 15, 2006. If you become eligible for Medicare later, you can enroll in Medicare Part D at the same time you enroll in other parts of Medicare

If you have Medicare and Medicaid, you will be automatically enrolled in a drug plan in October, 2005 – but you can change into a different plan at any time since this plan will be chosen randomly and it might not work for you.

Medicare Part D drug coverage begins January 1, 2006 if you enroll in November or December. Otherwise, it begins the month after you enroll. **If you wait** to enroll you may have to pay a higher monthly premium for the benefit.

How do I enroll in Medicare Part D?

You must first choose a prescription drug plan that best meets your needs based on the drugs you are currently taking and the pharmacies you can go to for your drugs. Information about the drug plans will be released in October, 2005.

You will probably enroll in Medicare Part D by contacting 1(800)MEDICARE or the plan you choose directly. There may be a form you must fill out. We will better know how to enroll in November, when enrollment begins.

Is there *free* HELP available to help me choose my drug plan or help me decide whether I should enroll in Medicare Part D?

Yes!

- If you are **disabled** and under age 60, you can call the Disability Drug Benefit Helpline at: 1(800) 926-4862
- If you are **age 60 or older**:
 - you can contact your county benefits specialist or
 - call the Prescription Drug Helpline at: 1(866) 456-8211
 - If you live in Milwaukee County, call SeniorLaw at 1(888) 278-0633
- If you have access to the **internet**, you can go to www.medicare.gov for a tool to help you choose a drug plan or www.WisMedRx.org for general information about prescription drug assistance in Wisconsin – including Medicare Part D and other assistance programs.

You will need to know what prescription drugs you are taking before you call or go to the websites above for help choosing a drug plan. You can always call with general questions.

How much will a Medicare Part D prescription drug plan cost?

Generally, you have to pay a monthly premium, annual deductible, and co-payments for each prescription to receive your drugs through a Part D prescription drug plan.

These costs can be reduced for some lower income Medicare beneficiaries. You may have heard of something called “extra help” from Social Security. Anyone with Medicare can apply for the help. Call Social Security for an application: 1(800)772-1213. If you apply for extra help, you must still choose a drug plan to enroll in Part D.

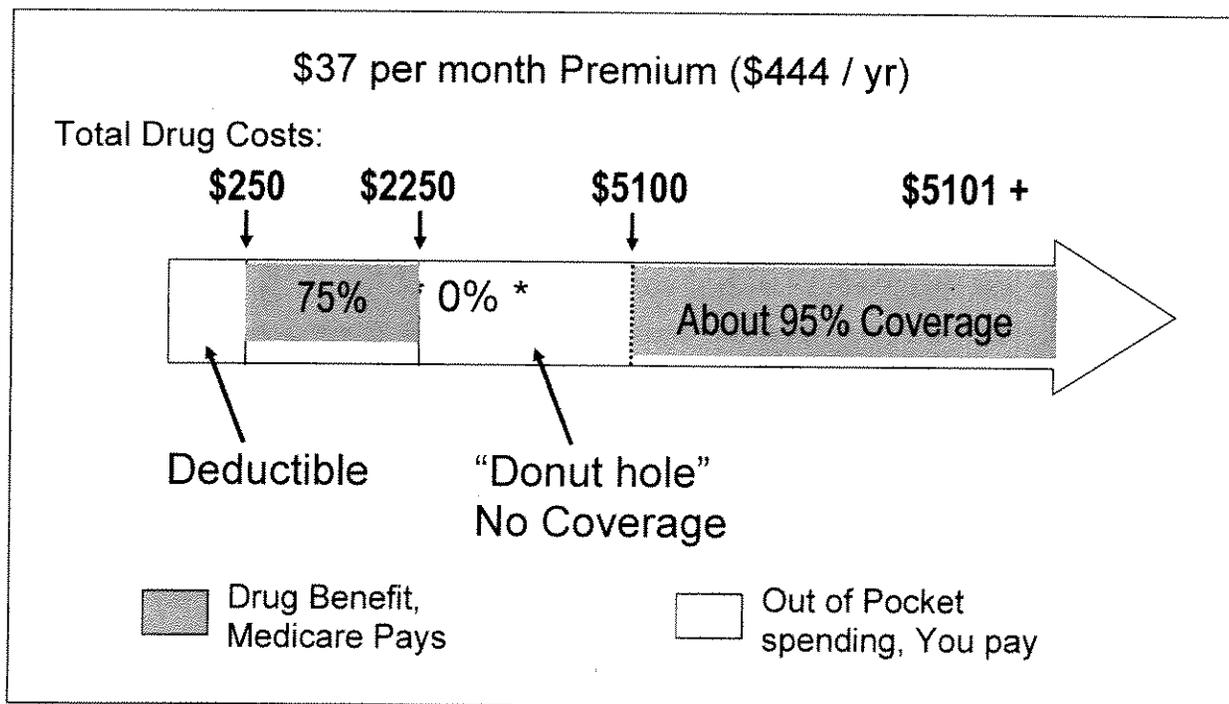
If you have Medicare and Medicaid (Medical Assistance) or if you are enrolled in a Medicare Buy-in Program (QMB, SLMB, QI), you do not need to apply. You should automatically receive this help.

How much will my Medicare Part D prescription drug plan cost if I don't qualify for “extra help” and I don't have Medicaid?

On average, each year most people (who don't get “extra help”) will pay:

- a monthly premium of about \$37 per month,
- a \$250 deductible (you pay 100% of your drug costs until the costs reach \$250),
- once you have paid the \$250 deductible, you will pay about 25% of your drug costs until your total drug costs (what you pay and what Medicare pays) reach \$2,250.
- If your total drug costs are over \$2,250, you pay 100% of your drug costs until your total out of pocket spending reaches \$3,600 in 2006. (This is often called the “donut hole” in the benefit.)
- Once your total out of pocket spending reaches \$3,600 in 2006, you pay for about 5% of your drug costs or \$2 - \$5 for each prescription.

Standard Prescription Drug Benefit



* All costs for people who don't have Medicaid or otherwise get "extra help" are average costs and estimates. Some drug plans may offer additional benefits for a higher monthly premium and some may have cost structures that are different from above. All drug plans will have about 95% coverage or \$2-\$5 co-pays once your out of pocket spending reaches \$3,600 in 2006.

How much will my Medicare Part D prescription drug plan cost if...

- **I have Medicare and Medicaid (Medical Assistance) or**
- **I am enrolled in a Medicare Buy-in Program (QMB, SLMB, QI)?**

You will pay \$0-\$5 for each prescription, depending on your income and circumstances. There is no cap on these co-payments (unless you reach \$3,600 in one year spent out of pocket on co-payments). You will have **no monthly premiums and no deductible**.

You may have received a letter in June 2005 saying that you are already eligible for "extra help." If you did not receive this letter and you want to make sure that Medicare knows you do not need to apply for extra help, call 1(800)MEDICARE, and have your Medicare number ready. **You do not need to apply** for "Extra Help" with Social Security. You should automatically receive help paying for your drug plan.

You will be randomly, automatically enrolled into a drug plan that will be effective Jan 1, 2006 so that you will have no gap in coverage. Although you automatically receive extra help and a random assignment to a plan, **you should still choose a drug plan** that works best for you and covers most if not all of your drugs before January – although you can always change your drug plan - once a month if you need.

How much will my Medicare Part D prescription drug plan cost if I apply for and receive "extra help" from Social Security to pay for my Part D drug plan?

It depends on your income and resources.

Social Security calculates your **income** differently depending on how you receive income. (If you receive wages, for example, only about 50% of your income is counted.) Social Security only counts **resources** you have available as "cash" – your savings, retirement, and checking accounts, for example. The home you live in, your valuable possessions (jewelry, furnishings, etc.), and any automobiles you own are not counted.

If you have **very low income and few resources** (about \$1,077 a month in countable income and \$7,500 in resources for a single person):

- You will pay \$2-\$5 for each prescription.
- You will have no monthly premiums and no deductible.

If you have slightly **higher income and resources** (but not more than about \$1,475.38 a month in countable income and \$11,500 in resources for a single person), you will pay:

- Monthly premiums of up to \$37 per month (sliding scale),
- a \$50 deductible,

- 15% co-payments until your total out of pocket costs for your drugs reaches \$3,600 in 2006, and
- once you pay \$3,600 in 2006 for your drugs, you will pay about 5% of your drug costs or \$2-\$5 for each prescription.

Anyone with Medicare can apply for extra help. Call Social Security for an application: 1(800)772-1213. Applications are available in Spanish and directions to complete the application are available in 15 other languages. You can apply online at www.ssa.gov. You can also set up an appointment at your local Social Security Office to have them help you through the application. If you think you might qualify or aren't sure, apply.

Even if you are granted "extra help" to pay for your drug plan, **you should still choose a drug plan** that works best for you so you have coverage beginning January 1, 2006 (One may be chosen for you, but it will be a random selection and will not start coverage until June, 2006).

What if I already have prescription drug coverage?

If you already have prescription drug coverage under a private plan (retiree plans, employer plans, Medicare supplement policies, HIRSP, etc.), depending on how much Medicare Part D will cost for you, you may not want to enroll in Medicare Part D right now. You should know that:

- Your drug coverage under your current plan **may be changing in 2006**.
- You may have a **higher monthly premium** if you want to enroll in Part D later. This increases each month you are eligible for Part D, not enrolled in Part D and do not have "creditable coverage." "Creditable coverage" means an insurance plan has been determined to be as good as or better than Medicare Part D.

You should contact your current drug plan and find out:

- Will your drug coverage continue in 2006?
- If your drug coverage continues, is it "creditable coverage"? If your drug plan is "creditable," you should ask your plan to send you a notice showing the coverage is "creditable" and keep this for your records in case you want to later enroll in a Medicare Part D prescription drug plan.

Many insurers will not know how or if their coverage is changing until the fall of 2005. Continue to check with your plan each year to make sure your coverage is still "creditable."

You can also call the Medigap Helpline with questions: 1(800) 242-1060 (the Medigap Helpline can answer questions about private insurance that covers people in addition to Medicare. They can help you through decisions about what to do with the addition of Part D and whether it is worthwhile to keep a separate policy.)

What if I need a Drug that is not covered by my Part D Prescription Drug Plan?

Each drug plan will have a list of drugs it covers, called a "formulary." In addition, some drugs that are covered by your plan might have higher co-payments than other drugs on the plan's drug list that treat the same condition.

You can get drugs normally not covered by your plan or get drugs reduced to a lower co-payment by requesting an "exception" to the drug plan's list of covered drugs or the co-payment structure.

You should request an exception directly from your drug plan (not from your pharmacist). Your drug plan must cover your medication if your doctor can show:

- it is medically necessary and
- other drugs on the list of drugs your plan covers are not as effective or are harmful to you.

Exceptions may not be available for some very high cost drugs. Plans may not be required to lower the price for your drugs if there is a generic alternative.

There are **extra protections** for anti-psychotic, anti-depressant, anti-convulsant (seizure medications), anti-retroviral (HIV), anti-neoplastics (cancer), and immunosuppressant medications. Drug plans should cover most or all of these drugs and provide "uninterrupted access" to these drugs.

Can my plan change the drugs that are on the list of covered drugs?

Yes. If you are currently taking a drug and it is removed from the plan's drug list, the plan must give you 60 days notice before making the change. This is meant to give you time to ask the plan to cover the drug or request an "exception."

If you do not get this notice and you try to re-fill a prescription of a drug that has been removed from the list, you should be given a 60 day supply of the drug.

If you are not currently taking the drug the plan is not required to notify you. Therefore, each time you are prescribed a new drug you and your doctor should consult your plan and make sure the drug is covered.

Can I change my drug plan once I have enrolled?

Generally, you can only change your plan **once a year** during the "annual election period": November 15 – December 31.

If you have **Medicare and Medicaid**, you can change your plan any time before January 1. After that, you can change your plan **once a month** if you wish.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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	567236		250
Extremely low income <=30% AMI	529215	93.3% 91.0%	
Very low income (>30% but <=50% AMI)	3819	6.7%8.0%	
Low income (>50% but <80% AMI)	02	.0%1.0%	
Families with children	400139	70.55%59.0%	
Elderly families	11	.1%	
Families with Disabilities	1	.1%	
Race/ethnicity Black	506217	89.23%92.0%	
Race/ethnicity White	3610	6.34%4.2%	
Race/ethnicity Hispanic	206	3.52%2.5%	
Race/ethnicity Other	53	.91%1.3%	
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List

Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <u>5668</u> Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (Family)			
<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	5,1113,148		3252,000
Extremely low income <=30% AMI	4,9163,001	96.2%95.3%	
Very low income (>30% but <=50% AMI)	175132	3.4%4.2%	
Low income (>50% but <80% AMI)	2015	.4%.5%	
Families with children	4,4032,717*	86.1%86.3%	
Elderly families/or singles	80	.2%0%	
Families with Disabilities	700449*	13.7%14.5%	
Race/ethnicity Black	4,4962803**	88%89%	
Race/ethnicity White	571320**	11.2%10.2%	
Race/ethnicity Hispanic	340191**	6.7%6.1%	
Race/ethnicity American Indian	1912**	.4%.3%	
Race/ethnicity Asian	2012**	.4%.3%	
** Some families may be disabled families (e.g. disabled head of household) AND			

Housing Needs of Families on the Waiting List			
families with children. ** Individuals may self-identify more than one race and/or ethnicity.			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	513303	10%9.5%	
2 BR	3,0251,622	59.2%51.5%	
3 BR	1,164910	22.8%28.9%	
4 BR	340260	6.7%8.3%	
5 BR	5846	1.1%1.4%	
5+ BR	117	.2%.4%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <u>12</u>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (Elderly high-rise/disabled/singles)			
<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	1,2131,490		2601,200
Extremely low income <=30% AMI	1,0991,361	90.6%91.3%	
Very low income (>30% but <=50% AMI)	103113	8.5%7.6%	
Low income (>50% but <80% AMI)	1116	.9%1.1%	
Families with	NA (Designated		

Housing Needs of Families on the Waiting List

children	Housing Plan)		
Elderly families* (*includes near elderly)	<u>292294</u>	<u>24%</u> <u>19.7%</u>	
Families with Disabilities	<u>394450</u>	<u>32.5%</u> <u>30.2%</u>	
Families with Singles	<u>527746</u>	<u>43.5%</u> <u>50.1%</u>	
Race/ethnicity Black	<u>1,0001,268**</u>	<u>82.4%</u> <u>85.1%</u>	
Race/ethnicity White	<u>202205**</u>	<u>16.7%</u> <u>13.7%</u>	
Race/ethnicity Hispanic	<u>5960**</u>	<u>4.9%</u> <u>4.1%</u>	
Race/ethnicity American Indian	<u>29**</u>	<u>.2%</u> <u>.6%</u>	
Race/ethnicity American Indian			
Race/ethnicity Asian	<u>76**</u>	<u>.6%</u> <u>.4%</u>	

** Individuals may self-identify more than one race and/or ethnicity.

Characteristics by Bedroom Size (Public Housing Only)

1BR	<u>1,2061,477</u>	<u>99.4%</u> <u>99.1%</u>	
2 BR	<u>712</u>	<u>.6%</u> <u>.9%</u>	
3 BR	NA		
4 BR	NA		
5 BR	NA		
5+ BR	NA		

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

If yes:

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

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

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

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)
Within 3-4 months of anticipated occupancy.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

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

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

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

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

- PHA main administrative office
- PHA development site management office
- Other (list below)
Via U.S. mail

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.

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:

d. 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

Townhomes at Carver Park (tax credit & private market units only)

Highland Park Midrise (tax credit units only)

Cherry Court (tax credit units only)

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists? 3

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)

Through Friends of Housing Corporation

(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)

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

- a. Emergency transfers: where conditions pose an immediate threat to the life, health or safety of a family member (depending upon the nature/severity of an emergency, an emergency transfer(s) may take priority over a new admission);
- b. Incentive transfers: for families who live in a development where their income category (below or above 30% of area median) predominates and the family wishes to move to a development where their income category does not predominate;
- c. Immediate administrative transfers: permit family members needing accessible features to move to a unit with such a feature or to enable modernization work to proceed;
- d. Regular administrative transfers: are made to offer incentives to families willing to help meet certain HACM occupancy goals, to correct occupancy standards where the unit is an inappropriate size and composition of the family; for non-emergency but medically advisable transfers, to allow qualified residents to take advantage of HACM's designated housing plan

(i.e. to transfer from a mixed population to an elderly-only high-rise building); and other transfers approved by HACM when a transfer is the only or best way of solving a serious problem.

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

All preferences are ranked within date and time of application:

Most in need;

Broad range of income

Placement from HACM-owned non-subsidized housing

Designated housing

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

1 Date and Time

1 Most in need;

2 Broad range of income;

3 Placement from HACM-owned non-subsidized housing;
1 Designated housing

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
Resident handbook

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: 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 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)]

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)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
Changes in regulations, policies, procedures and other pertinent information related to the program.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

- Other (list below)
The waiting list is currently closed however, when it is open persons may apply through a telemarketing service, via the internet, or at a predetermined location that is announced at the opening of the waiting list. The application process will be publicly announced at least 60 days prior to opening the wait list. HACM may use a lottery system to create a wait list of 2000 applicants.

(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:

Initially vouchers are issued for 120 days.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Catastrophic life/imminent danger
 - Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Catastrophic life/imminent danger
 - Families that have been ordered reinstated to the program due to "mitigating circumstances" by the hearing officer and no voucher is currently available.

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.12(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:
Standard exclusion of \$2,000 per household for each public housing household with earned income with the deduction in effect for up to 12 months.

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

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

e. Ceiling rents

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

- Yes for all developments
 Yes but only for some developments
 No

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

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

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

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

f. Rent re-determinations:

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

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

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

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

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but 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)

HACM has set the minimum rent as \$50.00. However, if the family requests hardship exemption, HACM will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

A hardship exists when the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996.

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

CITY OF MILWAUKEE

HOUSING MANAGEMENT Interdepartmental Correspondence

DATE: September 6, 2005

TO: RAB Members

FROM: Mindy Biedrzycki *MB*

SUBJECT: RAB Meeting Information

Enclosed are the minutes of the meeting held September 1st. If you were unable to attend, I have also enclosed the information that was distributed at that meeting. With the deadline approaching for submission of the Agency Plan, we have our work cut out for us at the September 22nd meeting, as this will be the last time we meet before the Plan must be submitted. At that meeting, we will be reviewing the sections on goals, accomplishments, financial resources expected in the upcoming year and changes to the verification section in the ACOP that you received previously. I am committed to getting the remaining sections that require your review and approval PRIOR to that meeting. ☺ (Unfortunately, circumstances beyond my control prevented me from meeting that committed this last meeting.)

Also enclosed is a copy of the sign up sheet that was passed around for a potluck dinner at the next meeting.

If you have any questions, please feel free to call me at 286-5685.

Thanks

Enclosures

cc Steve Falek



Resident Advisory Board **September 1, 2005 Minutes Meeting**

Resident Advisory Board Members

Sherri Reed-Daniels - RAB
Chairperson, Hillside

James Wahl- RAB Vice-Chair,
Westlawn

Roy Tillery- RAB Treasurer, Arlington
Court

Felicia Beamon – Highland Park,
HACM Board of Commissioners

Rev. Luci Gaynor-Hunter – Convent
Hill

Audrey Harris – Mitchell Court

Rosetta Johnson-Participant Rent
Assistance Program – Northlawn

Carla Jones – Scat Sites

Rebecca McGill – Convent Hill

Lena Mitchell-Resident, Mitchell
Court

Patricia Montgomery –Locust Ct.

Malissa Myrick-Highland Park
Family

Julia Perkins- Parklawn

Dale Peterson - Riverview

Sandra Speed – Scat Sites

Ann Wilson- Hillside Terrace, HACM
Staff

Steve Falek-HACM Staff

Mindy Biedrzycki-HACM Staff

Members Present: , Roy Tillery, Jim Wahl, Rosetta Johnson, Patricia Montgomery, Audrey Harris, Julia Perkins, Lena Mitchell, Carla Jones, Sandra Speed, Rev. Gayner-Hunter, Dale Peterson, Steve Falek and Mindy Biedrzycki

Members Excused: Sherri Reed-Daniels, Malissa Myrick, Felicia Beamon, Rebecca McGill, and Ann Wilson

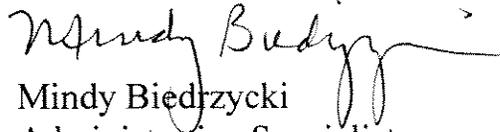
- Mr. Wahl called the meeting to order at 5:10pm and roll call was taken.
- The minutes of the July 28th meeting were reviewed. Rosetta Johnson made a motion, seconded by Lena Mitchell to approve the minutes with corrections and they were unanimously approved.
- Roy reported that the balance in the checking account is \$438.18. The RAB has not yet received their allocation of Resident Participation Funding. Mindy will check with Maria Rodriguez.
- Steve reported that vacancies are low at all developments which means not many names are being pulled from the waiting list. The Section 8 wait list has been nearly exhausted. Due to the pending software conversion, the wait list will not be open at this time. Instead, HACM sent letters to the first 500 people on the public housing list offering to be placed on the Section 8 wait list. Over 50% have responded in favor.
- Mindy reviewed Sections 1, 3 and 4 of the Agency Plan. Section 1 contains information from the waitlists for public housing family, elderly/disabled/singles and

Section 8. Last year's numbers are crossed off and the updated information is underlined. Section 3 covers the selection criteria. The only change to this section is in the subcategory (2) Waiting List Organization in which we identify three developments that maintain site-based waiting lists. Section 4 covers rent determination and there are no changes to this section. The sections that yet need to be reviewed include goals, accomplishments, financial resources and capital plan and will be available in advance of the Sept 22nd meeting, which is the last meeting to review Agency Plan documents before submission to HUD. The public hearing will be held at the HACM Board meeting on September 21st at 1:30 in City Hall, Room 301A.

- Steve reported that Mark Silverman and the Task Force on Family Violence were expected to be at the present meeting but Mark called and requested a postponement to either the Sept 22nd or Oct 27th meeting. Steve suggested that we wait until after the Agency Plan is submitted before rescheduling with them. Any changes to Agency Plan or ACOP that could come as a result of the Task Force recommendation can be made at any time-there is no urgency to including them in the original submission.
- The Medicare Part D information distributed by Wisconsin Coalition for Advocacy can be used to help determine an individual's eligibility for and correct use of the benefit. Reverend Hunter stated that two informational sessions that were held at Convent recently were very confusing. Steve suggested calling the Coalition to see if they are available for on-site training.
- Steve distributed an article pertaining to PHA payment of utilities for air conditioning costs and stated that currently, PHA's are prohibited from doing so and violating this could result in loss of operating subsidy. HUD has proposed a State and Local Housing Flexibility Act (SLHFA), which would give PHA's the flexibility to pay air conditioning costs when necessary. For HACM, this affects Highland Gardens, where units have central air conditioning and HACM pays the utilities.
- Roy suggested that we pass a sign up sheet for a potluck meal at the next meeting.
- Lena stated that Mitchell Court is making plans for a food drive to benefit hurricane victims. She will contact the Red Cross on September 6th to find out what their need is and pass that on to other RO's. Reverend Hunter stated she heard Red Cross is asking for monetary donations and inquired if this would be an eligible expense from RAB funds. Steve indicated it would be. Mr. Wahl suggested we make this decision when Sherri returns.
- Steve announced that Lena Mitchell served her first meeting as HACM commissioner on August 17th.
- Carla commended Sherri for recognizing the RAB members at the HACM annual meeting held July 20th at Highland Gardens.
- Kudos to Roy for providing the tape recording of HACM's annual meeting when their own recording malfunctioned.

- Steve reported that staff is hopeful that there will be a groundbreaking for the new Convent Hill in October or November, regardless of the outcome of the Hope VI application.
- The next meeting will be September 22, 2005 at the Resource Center.
- Carla made a motion, seconded by Reverend Hunter to adjourn the meeting at 5:45pm.

Respectfully submitted,


Mindy Biedrzycki
Administrative Specialist

c: Tony Pérez Bobbi Marsells
Susan July Maria Rodriguez
Rocky Marcoux Housing Management
Housing Managers Armando Gutierrez

HA:SBF/ab (Resident Advisory Board Folder) Resident Advisory Board Minutes 9-01-05

Sept 22 Potluck

Meat

? Roy Tillery
Carla Jones

Side dish

Beans James Wahl
Rosetta Johnson

Cheesy Potatoes - Steve (Mary)

Bread

Julia Perkins = Rolls
Audrey

Dessert

Cake Ms Montgomery
DIP - ?
Sandwiches

Vegetables Rev LGA

Any thing you shoot off
LGA

**HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
RESIDENT ADVISORY BOARD
THURSDAY, SEPTEMBER 22, 2005
HILLSIDE FAMILY RESOURCE CENTER
1452 NORTH 7TH STREET
5:00 P.M.**

1. Roll Call
2. Review/Approve Minutes of the September 1st Meeting
3. Treasurer's Report – Roy Tillery
4. Old Business:
 - Vacancy Report
 - 2006 Agency Plan review-Sections 1B, 5, 6, 9, 10, Capital Plan and ACOP
5. New Business:
 - Housing Assistance for Hurricane Katrina Victims
6. Other Business
7. Next meeting Thursday, October 27, 2005
8. Adjourn.

Mailing:

- ⇒ Agenda September 22, 2005
- ⇒ Vacant Unit Status Report 9/9/05
- ⇒ 2006 Agency Plan Sections 1B, 5, 6, 9, 10, Capital Plan and ACOP
- ⇒ Housing Assistance for Hurricane Katrina Victims

Handouts at meeting:

⇒

c: Tony Pérez
Bobbi Marsells
Susan July
John Plichta
Housing Managers
Armando Gutierrez
Housing Management

MG/aburnh directory (Resident Advisory Board Folder) RAB Agenda 09-22-05

Biedrzycki, Mindy

From: Falek, Steve
Sent: Monday, September 12, 2005 2:39 PM
To: Biedrzycki, Mindy
Subject: Fw: Housing Assistance for Katrina Victims

Follow Up Flag: Follow up
Due By: Thursday, September 15, 2005 8:30 AM
Flag Status: Red

FYI I don't think we need to do this because of our Akmost in need preference" but we should probably specifically point this out at the next RAB for discussion.
Steve Falek

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

-----Original Message-----

From: owner-updatel@schiffgroup.com <owner-updatel@schiffgroup.com>
To: updatel@schiffgroup.com <updatel@schiffgroup.com>
Sent: Fri Sep 09 08:10:32 2005
Subject: Housing Assistance for Katrina Victims

A large number of housing authorities are modifying their ACOPs and/or Administrative Plans to assist with housing victims of Katrina. If you would like to do the same, we suggest you add the following Section 10.1.1 to the ACOP and/or Section 5.2.1 to the Section 8 Administrative Plan.

"In the case of a federally declared disaster, the XYZ Housing Authority reserves the right for its Executive Director to suspend its preference system what whatever duration the Executive Director feels is appropriate and to admit victims of the disaster to the program instead of those who would be normally admitted. Any other provisions of this policy can also be suspended during the emergency at the discretion of the Executive Director so long as the provision suspended does not violate a law. If regulatory waivers are necessary, they shall be promptly requested of the HUD Assistant Secretary for Public and Indian Housing."

If you are using the Schiff Group's suggested definition of Definition of Substantial Deviations or Significant Amendments or Modifications, you can proceed immediately. If telephone votes are allowed under your state laws, we recommend you approve this change by a telephone vote of your Board.
Otherwise, you will need to call a special meeting to approve this change.

Good luck with your assistance program to help Katrina's victims.

This and all Agency Plan Updating Service email messages can be found at
<http://www.schiffgroup.com/2005updatingservice>

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

PHA Name: Housing Authority of the City of Milwaukee

Grant Type and Number
Capital Fund Program Grant No:
Replacement Housing Factor Grant No:

**Federal FY
of Grant:**
2006

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$1,566,600			
3	1408 Management Improvements	\$1,566,600			
4	1410 Administration	\$100,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs (A&E fees)	\$800,000			
8	1440 Site Acquisition				
9	1450 Site Improvements	\$50,000			
10	1460 Dwelling Structures	\$1,635,000			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Non-Dwelling Structures	\$100,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition	\$310,000			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$100,000			
18	1498 Mod Used for Development				
19	1501 Collateralization or Debt Service	\$1,500,000			
20	1502 Contingency	\$104,837			
	Amount of total grant related to LBP Activity		25,000		
	Amount of total grant related to Section 504 compliance		\$50,000		
	Amount of total grant related to security soft costs		\$1,336,600		
	Amount of total grant related to security hard costs		\$85,000		
	Amount of total grant related to energy conservation		\$500,000		

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

PHA Name: Housing Authority of the City of Milwaukee

Grant Type and Number
 Capital Fund Program Grant No:
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2006

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	
Operations/PHA- Wide	Operation	1406		1,566,600				
Management Improvements/ Soft Costs	Security Staff Youth services coordinator Resident initiatives Resident Initiatives Coordinator/Consultant Resident Employment, Job Training and Economic Development, including: Construction-Inspection Team Recycling Program Youth Employment	1408		1,566,600				
Administration/PHA- Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		100,000				
Architectural and Engineering Fees/PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		800,000				
Locust Court W10020015	Site Improvement	1450		50,000				
Arlington Court W139P002013	Elevator modernization, elevator control room modifications	1460		25,000				
Becher Court W139P002018 W139P002029	Elevator modernization, elevator control room modifications Lightning protection Facade restoration	1460 1460 1460		5,000 17,000 175,000				

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

PHA Name: Housing Authority of the City of Milwaukee

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	
College Court W139P002012	Elevator modernization, elevator control room modifications Lightning protection Façade restoration	1460 1460 1460		5,000 17,000 175,000				
Convent Hill W1002003	Revitalization	1460		10,000				
Hillside Terrace W139P002001 W139P002004	Elevator modernization, elevator control room modifications Lightning protection	1460 1460		5,000 17,000				
Holton Terrace W1002008	Elevator modernization, elevator control room modifications	1460		5,000				
Lapham Park W1002005	Elevator modernization, elevator control room modifications Façade restoration	1460		5,000				
Lapham Park W1002005	Façade restoration	1460		175,000				
Lincoln Court W1002019	Elevator modernization, elevator control room modifications	1460		5,000				
Locust Court W1002015	Common areas improvements Elevator modernization, elevator control room modifications	1460 1460		50,000 25,000				
Merrill Park W1002009A	Elevator modernization, elevator control room modifications	1460		5,000				
Mitchell Court W1002017	Elevator modernization, elevator control room modifications Lightning protection	1460 1460		5,000 17,000				

Federal FY of Grant: 2006

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

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	
Riverview W1002006B	Elevator modernization, elevator control room modifications Electrical distribution system Lightning protection	1460 1460 1460		25,000 450,000 17,000				
Westlawn W1002002	Electrical distribution system	1460		50,000				
PHA-Wide	Mitigation of Environmental Hazards	1460		300,000				
PHA-Wide	ADA/504 Accommodations	1460		50,000				
Hillside Terrace W1002001 W1002004	Family Resource Center improvements	1470		100,000				
Convent Hill W1002003	Demolition	1485		10,000				
Highland Park W1002006A	Demolition of obsolete units	1485		300,000				
PHA-Wide	Replacement Reserves	1490		??				
PHA-Wide	Relocation Costs	1495.1		100,000				
PHA-Wide	Collateralization or Debt Service	1501		1,500,000				
Contingency/ PHA-Wide	Contingency	1502		104,837				

Grant Type and Number
 Capital Fund Program Grant No:
 Replacement Housing Factor Grant No:

Federal FY of Grant: 2006

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: PHA FY: 2007		Activities for Year: <u>3</u> FFY Grant: PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Arlington Court W1002013	elevator modernization, elevator control room modifications	150,000	Arlington Court W1002013		0
Becher Court W1002018/ W139P002029		0	Becher Court W1002029		0
Carver Park/ W139P002046		0	Carver Park/ W139P002046		0
Carver Park/ W139P002047		0	Carver Park/ W139P002046		0
Cherry Court/ W1002009B		0	Cherry Court/ W1002009B		0

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year: 2 FFY Grant: PHA FY: 2007		Activities for Year: 3 FFY Grant: PHA FY: 2008	
Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost
College Court WI002012		College Court WI002012	
Convent Hill/ WI002003		Convent Hill/ WI002003	
Highland Park/ WI002006A		Highland Park/ WI002006A	
Hillside Terrace WI002001/ WI002004	elevator modernization, elevator control room modifications	Hillside Terrace WI002001/ WI002004	
Holton Terrace WI002008		Holton Terrace WI002008	
Lapham Park WI002005		Lapham Park WI002005	
Lincoln Court WI002019		Lincoln Court WI002019	
Locust Court WI002015	elevator modernization, elevator control room modifications	Locust Court WI002015	
Merrill Park WI002009A		Merrill Park WI002009A	
Mitchell Court WI002017		Mitchell Court WI002017	
Parklawn WI002007	YMCA improvements	Parklawn WI002007	
Riverview WI002006B	elevator modernization, elevator control room modifications	Riverview WI002006B	

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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: PHA FY: 2007			Activities for Year: <u>3</u> FFY Grant: PHA FY: 2008		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Base Amount	Scattered Sites W1002010		0	Scattered Sites W1002010		0
Special Report	Scattered Sites W1002016		0	Scattered Sites W1002016		0
	Scattered Sites W1002020		0	Scattered Sites W1002020		0
	Scattered Sites W1002021		0	Scattered Sites W1002021		0
	Scattered Sites W1002022		0	Scattered Sites W1002022		0
	Scattered Sites W1002024		0	Scattered Sites W1002024		0
	Scattered Sites W1002026		0	Scattered Sites W1002026		0

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2_			Activities for Year: 3_		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Scattered Sites WI002027		0	Scattered Sites WI002027		0
	Scattered Sites WI002030		0	Scattered Sites WI002030		0
	Scattered Sites WI39P002035		0	Scattered Sites WI39P002035		0
	Scattered Sites WI39P002037		0	Scattered Sites WI39P002037		0
	Scattered Sites WI39P002041		0	Scattered Sites WI39P002041		0
	Scattered Sites WI39P002043		0	Scattered Sites WI39P002043		0
	Scattered Sites WI39P002044		0	Scattered Sites WI39P002044		0
	Scattered Sites WI39P002045		0	Scattered Sites WI39P002045		0
	Westlawn WI002002	electrical distribution system replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	50,000	Westlawn WI002003	electrical distribution system replace existing canopies, front stoops, and front walks with poured concrete porches, gabled porch roofs, metal railings, and new concrete walks	750,000
	PHA-Wide	Mitigation of environmental hazards ADA/504 Accommodations Relocations Costs	300,000	PHA-Wide	Mitigation of environmental hazards ADA/504 Accommodations Relocations Costs	300,000
	Operations 1406		1,566,600	Operations 1406		1,566,600
	Management Improvements 1408		1,566,600	Management Improvements 1408		1,566,600
	Administration 1410		100,000	Administration 1410		100,000

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: PHA FY: 2007		Activities for Year: <u>3</u> FFY Grant: PHA FY: 2008			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Architectural & Engineering Fees 1430		800,000	Architectural & Engineering Fees 1430		800,000
	Replacement Reserve 1490			Replacement Reserve 1490		
	Contingency 1502		99,837	Contingency 1502		99,837
	Collateralization or Debt Service		1,500,000	Collateralization or Debt Service		1,500,000
	Total CFP Estimated Cost		\$7,833,037			\$7,833,037

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : 4		Activities for Year: 5	
FFY Grant: PHA FY: 2009		FFY Grant: PHA FY: 2010	
Development Name/Number	Major Work Categories	Development Name/Number	Major Work Categories
	Estimated Cost		Estimated Cost

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year: 4
 FFY Grant:
 PHA FY: 2009

Activities for Year: 5
 FFY Grant:
 PHA FY: 2010

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-Wide	Mitigation of environmental hazards ADA/504 accommodations Relocation Costs	300,000 50,000 100,000	PHA-Wide	Mitigation of environmental hazards ADA/504 accommodations Relocation Costs	300,000 50,000 100,000
Operations 1406		1,566,600	Operations 1406		1,566,600
Management improvements 1408		1,566,600	Management improvements 1408		1,566,600
Administration 1410		100,000	Administration 1410		100,000
Architectural & Engineering fees 1430		800,000	Architectural & Engineering fees 1430		800,000
Replacement Reserve 1490			Replacement Reserve 1490		
Contingency 1502		99,837	Contingency 1502		99,837
Collateralization or Debt Service		1,500,000	Collateralization or Debt Service		1,500,000
Total CFP Estimated Cost		\$7,833,037			\$7,833,037

B. Goals

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

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

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

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) 90
 - Improve voucher management: (SEMAP score) 100
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - 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: (for units developed with FY2005 HOPE VI funds)
 - Convert public housing to vouchers:
 - Other: (list below)
Develop new units for homeownership

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

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

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)
Enroll additional families in the "Make Your Money Talk" program.
Establish time limits (5 years) for non-elderly families who move into units developed with FY2005 HOPE VI funds)

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)

- Sell 20 public housing units under the Section 5(h) homeownership program. 12/31/06
- Convert 20 Section 8 clients to homeownership under the Section 8(y) homeownership option. 12/31/06
- Continue the Highland HOPE VI redevelopment project including on-site rental and homeownership unit construction. 12/31/07
- Continue the Scattered Sites HOPE VI redevelopment program including the demolition of existing units and construction of new single-family homes. 12/31/07
- Complete construction of new Cherry Court facility. 12/31/06
- Continue the operation of the VA SRO facility. 12/31/06
- Enroll and graduate 20 families from the "Make Your Money Talk" program. 12/31/06
- Provide 30 educational scholarships. 12/31/06
- Submit funding applications, including application for HOME funds to develop public housing rental units in conjunction with HOPE VI funds, regulatory waiver requests including a request for project-based Section 8 authority and related program applications necessary to support the revitalization of public housing, including Convent Hill. 12/31/06
- Implement a plan to comply with the asset repositioning requirements of HUD's Operating Fund Rule. 12/31/06
- Continue to monitor strategies implemented to adjust HACM's Section 8 tenant-based Housing Choice Voucher Program utilization to respond to HUD funding policy. 12/31/06
- Continue partnerships and MOA's with, and provide appropriate admissions preferences for clients referred to HACM's Section 8 Housing Choice Voucher Program by, META House, The Salvation Army, the Milwaukee Community Services Corps, Milwaukee Public Schools, the Ellsworth Project, Milwaukee Jobs Initiative and the YWCA. 12/31/06
- Continue partnerships and MOA's with, and provide appropriate admissions preferences for low-income public housing for clients referred by, the Milwaukee Women's Center, Pathfinders and the Ellsworth Project. 12/31/06
- Continue partnerships with the Dominican Sisters and ACTS for the conversion of obsolete scattered sites public housing units to homeownership. 12/31/06
- Continue to participate in the city's Continuum of Care. 12/31/06
- Maintain "High Performer" status under HUD's public housing and Section 8 program assessment systems. 12/31/06
- Consider policy recommendations related to providing domestic violence preferences for the public housing and Section 8 HCV programs. 12/31/06
- Apply for grants from all potential funding sources to support HACM's public safety, resident education and resident employment programs. 12/31/06

- Establish replacement reserves to support the revitalization of public housing. 12/31/06
- Leverage the Housing Authority's Capital Fund based on the analysis of needs, to support HACM's portfolio improvement and asset repositioning goals. 12/31/06
- Allocate 38 Section 8 Housing Choice Vouchers for Project Based Assistance to support the Convent Hill redevelopment project.
- Comply with the requirements of the Regulatory and Operating Agreements for public and assisted housing units owned by the Highland Park Development, LLC, the Cherry Court LLC and the Carver Park LLC. 12/31/06
- Develop a mixed finance redevelopment plan for Westlawn and apply for appropriate resources including the Hope VI revitalization grants and Low Income Housing Tax Credits. 12/31/06
- Submit an application to HUD for authorization to sell 50 additional public housing units and convert HACM's existing Section 5(h) program to a Section 32 Homeownership program. 12/31/06
- Establish an Endowment Fund for Highland Park HOPE VI families and Scattered Sites families. 12/31/06
- Actively participate in the West Side Plan, Northeast Side Plan and Northwest Side Plan for the City of Milwaukee and develop/implement revitalization plans for public housing in these neighborhoods. 12/31/06

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.).

Consistent with 9(g)(1) of the Housing Act of 1937, as amended, 42 USC 1437g(g)(1), HACM reserves its right, with respect to any allocation of Capital Funds, to exercise flexibility to the fullest extent permitted by law.

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: Highland Park

Development (project) number: WI002006A

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

Development name: Scattered Sites

Development (project) number: WI 2-10, 2-20, 2-21, 2-24, 2-26, 2-27, 2-30 and 2-35

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:
Westlawn

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:
Highland Park
Convent Hill
Cherry Court

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:
Scattered Sites (Replacement Housing Factor funds and HOME funds)

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:	Scattered Sites
1b. Development (project) number:	WI 2-10, 2-21, 2-24, 2-26 and 2-30
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	12/22/2003
5. Number of units affected:	6
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 12/30/2003 b. Projected end date of activity: 9/30/2006

Demolition/Disposition Activity Description	
1a. Development name:	Scattered Sites
1b. Development (project) number:	WI 2-10, 2-20, 2-21, 2-24, 2-26, 2-27, 2-30 and 2-35
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	3/17/2005
5. Number of units affected:	71
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 12/31/2005

b. Projected end date of activity: 05/31/2009

Demolition/Disposition Activity Description	
1a. Development name:	Scattered Sites
1b. Development (project) number:	WI002020
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/17/2005</u>
5. Number of units affected:	8
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 06/01/2004 b. Projected end date of activity: 9/30/2005

Demolition/Disposition Activity Description	
1a. Development name:	Highland Park
1b. Development (project) number:	WI002006A
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>04/09/2003</u>
5. Number of units affected:	220
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 3/31/2007 b. Projected end date of activity: 6/30/2007

Demolition/Disposition Activity Description	
1a. Development name:	Westlawn (Silver Spring Neighborhood Center)
1b. Development (project) number:	WI002002
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>06/02/2004</u>

5. Number of units affected: 0 (non-dwelling)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/02/2004 b. Projected end date of activity: 12/31/2005

Demolition/Disposition Activity Description
1a. Development name: Parklawn (Family Investment Center)
1b. Development (project) number: WI002007
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 8/3/2004
5. Number of units affected: 0 (non-dwelling)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 09/01/2004 b. Projected end date of activity: 12/31/2005

Demolition/Disposition Activity Description
1a. Development name: Convent Hill
1b. Development (project) number: WI002003
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 6/9/2005
5. Number of units affected: 120
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: 12/1/2006 b. Projected end date of activity: 12/31/2006

Demolition/Disposition Activity Description
1a. Development name: Hillside Family Resource Center
1b. Development (project) number: WI002004
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 6/30/2006</p>
<p>5. Number of units affected: 0</p>
<p>6. Coverage of action (select one)</p> <p><input checked="" type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 9/30/2006</p> <p>b. Projected end date of activity: 10/30/2006</p>

Demolition/Disposition Activity Description
<p>1a. Development name: Convent Hill</p> <p>1b. Development (project) number: WI002003</p>
<p>2. Activity type: Demolition <input checked="" type="checkbox"/></p> <p>Disposition <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date application approved, submitted, or planned for submission: 6/30/2007</p>
<p>5. Number of units affected: 120</p>
<p>6. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>
<p>7. Timeline for activity:</p> <p>a. Actual or projected start date of activity: 10/1/2007</p> <p>b. Projected end date of activity: 6/30/2008</p>

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 2005 - 2009.)

The Housing Authority of the City of Milwaukee (HACM) has developed its FY 2006 Agency Plan in accordance with applicable federal regulations utilizing the electronic template. HACM's five-year plan continues to employ the broad mission and goals outlined by the U.S. Department of Housing and Urban Development along with a series of program specific goals for the upcoming year. In addition to our FY06 goals, HACM is pleased to report the following progress with regard to achieving goals established in our current year plan.

Goal: Sell 20 public housing units under the Section 5(h) Homeownership Program. 12/31/05

Status: Through August 2005, 14 additional families purchased their first home through HACM's Section 5(h) program.

Goal: Convert 20 families from rental assistance to homeownership through the Section 8(y) Homeownership Program. 12/31/05.

Status: Through August 2005, seven additional Section 8 families converted their assistance and purchased a home under the Section 8(y) program, bringing the total number of Section 8 homebuyers to 79. During 2005 the price of an average single family home in the Milwaukee market increased to over \$100,000. Increasing property values have reduced the choices available to program participants registered for the 8(y) program.

Goal: Continue the Highland Hope VI redevelopment project including on-site rental and homeownership unit construction. 12/31/06

Status: Forty (40) off-site units were completed and occupied by January 2005. Eleven on-site rental units were completed and occupied by 6/30/05. The midrise was fully occupied on February 1, 2005. The five remaining units will be constructed in 2006. Sales of on-site homeownership units began in April 2005.

Goal: Implement the Scattered Sites Hope VI redevelopment program including the demolition of existing units and construction of new single-family homes. 12/31/07

Status: Through August 2005, HACM completed the temporary relocation of eight scattered sites families to facilitate the disposition of two four-unit rowhouse buildings and the demolition of two 4-unit rowhouse buildings. An additional 15

scattered sites families were permanently relocated to new Highland Homes units or to other existing public housing units. The 52 remaining families will be relocated as construction of Hope VI replacement units proceeds. The first ten units of manufactured housing were ordered in September 2005 and an additional ten units will be ordered in November 2005. These 20 replacement units are scheduled for completion between February and June 2006.

Goal: Begin construction related to the Cherry Court redevelopment project. 12/31/06

Status: Construction began in June 2005 and is proceeding toward a scheduled September 2006 completion.

Goal: Complete the renovation of the VA SRO facility and complete initial occupancy. 7/1/05

Status: The renovation work was completed on July 7, 2005 and screening of the initial applicants will be completed for full occupancy by 9/30/05.

Goal: Enroll and graduate 20 families from the "Make Your Money Talk" program. 12/31/05

Status: Through August, 2005, 32 residents enrolled and 17 residents have graduated.

Goal: Provide 30 educational scholarships. 12/31/05

Status: Through August, 2005, 16 scholarships have been awarded.

Goal: Continue construction of Westlawn porches. 12/31/05

Status: The first phase of construction was completed at the end of 2004. A contract for Phase II was awarded in July 2005 and construction is scheduled to be complete by 12/31/05.

Goal: Submit funding applications, demolition/disposition applications and related program applications necessary to support the demolition and revitalization of the Convent Hill public housing development. 12/31/05

Status: HUD approved HACM's disposition application in June 2005. HACM received a Low Income Housing Tax Credit allocation for Convent Hill redevelopment in 2005 and submitted a Hope VI application to support the Convent Hill redevelopment.

Goal: Develop a plan to comply with the asset repositioning requirement of HUD's revised Operating Fund Rule. 12/31/05

Status: HUD had not published the Final Rule regarding the Operating Fund and asset repositioning as of 9/30/05. HACM engaged the services of an organizational consultant to determine changes that will be required to comply with the anticipated regulations. A report was submitted to the Board in April 2005.

Goal: Develop and implement strategies to adjust HACM's Section 8 tenant-based Housing Choice Voucher Program utilization to respond to HUD funding policy. 12/31/05

Status: HACM approved a series of policy changes in May 2005 that were implemented in June 2005.

Goal: Submit a request for waivers necessary to set aside Section 8 Housing Choice Vouchers as project-based assistance in conjunction with the Cherry Court redevelopment program. 12/31/05

Status: The appropriate waiver request was submitted to HUD in September 2005.

Goal: Continue partnerships and MOA's with, and provide appropriate admissions preferences for clients referred to HACM's Section 8 Housing Choice Voucher Program by META House, The Salvation Army, the Milwaukee Community Service Corps, Milwaukee Public Schools, the Ellsworth Project, Milwaukee Jobs Initiative and the YWCA. 12/31/05

Status: All existing MOA's were renewed.

Goal: Continue partnerships and MOA's with, and provide admissions preferences for, low income public housing for clients referred by the Milwaukee Women's Center, Pathfinders and the Ellsworth Project. 12/31/05

Status: The MOA's for the Women's Center and Pathfinders resulted in two placements under HACM's "Second Chance Program". The Ellsworth Project MOA was renewed and two public housing placements were made during 2005.

Goal: Continue partnerships with the Dominican Sisters and ACTS for the conversion of obsolete scattered sites public housing units to homeownership. 12/31/05

Status: HACM identified five additional properties for conversion under the partnership with the Dominican Sisters. The program received a NAHRO Merit Award for innovation in July 2005.

Goal: Continue to participate in the city's Continuum of Care. 12/31/05

Status: HACM continued to host Continuum of Care bimonthly meetings at the Hillside Family Resource Center. HACM staff participate in the Continuum of Care Housing Committee and attended meetings regarding a proposed Housing Trust Fund.

Goal: Maintain "High Performer" status under HUD's public housing and Section 8 program assessment systems. 12/31/05

Status: HACM received a PHAS score of 90 and a SEMAP score of 100, continuing to receive "High Performer" status in both programs.

Goal: Consider policy recommendations related to providing domestic violence preferences for the public housing and Section 8 HCV programs. 12/31/05

Status: Legal Action of Wisconsin requested an opportunity to present proposed policy language to the Resident Advisory Board (RAB) for their August 2005 meeting but was unable to have the information ready. The discussion on this issue will occur at the November 2005 RAB meeting and any recommendation for policy change will be forwarded to the HACM Board early in 2006.

Goal: Apply for grants from all potential funding sources to support HACM's public safety, resident education and resident employment programs. 12/31/05

Status: HACM applied for all of the ROSS grants for which it was eligible during the 2005 SuperNova competition. HACM applied for and received a "Food Stamp" grant from the Department of Agriculture for an outreach program to educate public housing and Section 8 program applicants and clients regarding eligibility for food stamp assistance.

Goal: Establish replacement reserves to assist with the revitalization of Cherry Court and Convent Hill. 12/31/05

Status: HACM has partnered with Friends of Housing Corp which received a HUD 202 grant to finance 36 of the 116 units that will be developed in conjunction with the replacement of Convent Hill. HACM also received an allocation of Low Income Housing Tax Credits for Convent Hill and applied for Hope VI funds to support this project. Additional private sector borrowing will complete the financing required to move this project forward by 12/31/05. HACM established replacement reserves to assist with the revitalization of Cherry Court. Construction began on the new Cherry Court building in June 2005.

Goal: Pursue borrowing funds through the Capital Funds Financing Program. 12/31/05

Status: The HACM Board authorized staff to pursue a Fannie Mae

“Modernization Express” loan leveraging a portion of HACM’s Capital Fund in June 2005.

Goal: Maximize the use of tax credits for the revitalization of Cherry Court by offering the Highland Park highrise, which was approved in 2003 for demolition, as a temporary relocation option for Cherry Court residents. 12/31/06

Status: Twenty-six (26) Cherry Court residents were temporarily relocated to the Highland Park south tower. Seventy eight (78) Cherry Court residents were permanently relocated based upon their choice to other HACM public housing, Section 8 tenant-based assistance and/or to units in the new Highland Gardens midrise.

9 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
- b. Significant Amendment or Modification to the Annual Plan

HACM will amend or modify its agency plan upon the occurrence of any of the following events during the first nine months of the term of an approved plan:

A federal statutory or regulatory change is made effective and, in the opinion of the Authority, has either substantial programmatic or financial effects on the programs administered by the Authority, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan year.

Any other event that the Authority's Board determines to be a significant amendment or modification of the approved annual plan.

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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:

Recommended clarification in ACOP to definition of "personal assets" and "passbook rate", some changes to HACM's ACOP.

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.

necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

~~The ACOP will be amended and submitted at a later date.~~

(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:

~~Bennie Hearon~~ Felicia Beamon

Lena Mitchell

Method of Selection:

Appointment

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

~~6/20/2005~~ Felicia Beamon 10/27/2008

Lena Mitchell 7/26/2010

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:

7/13/2004 10/27/2008

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

John O. Norquist Tom Barrett, Mayor

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:)
As part of the mixed finance plan to convert existing public housing.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
50 units at the Cherry Court LLC
38 units at Convent Hill

11.0 VERIFICATION

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

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship, documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by the following five verification methods acceptable to HUD, in the order of preference indicated:

1. Enterprising Income Verifications (EIV)

EIV is the verification of income through an independent source that systematically maintains income information in computerized form for a large number of individuals.

Current EIV resources include the following:

- a. Tenant Assessment Subsystem (TASS) – HUD's online system for Social Security (SS) and Supplemental Security Income (SSI) information.
- b. State Wage Information Collection Agencies (SWICAs)
- c. State systems for the Temporary Assistance for Needy Families (TANF) program
- d. Credit Bureau Information (CBA) credit reports
- e. Internal Revenue Service (IRS) Letter 1722

f. Private sector databases (e.g. The Work Number)

The HACM will use additional EIV resources as they become available. This will be done before, during and/or after examinations and/or re-examinations of household income as appropriate.

It is important to note that EIV data will only be used to verify a participant's eligibility for participation in a rental assistance program and to determine the level of assistance the participant is entitled to receive and only by properly trained persons whose duties require access to this information. Any other use, unless approved by the HUD Headquarters EIV Security System Administrator, is specifically prohibited and will not occur.

No adverse action can be taken against a participant until the HACM has independently verified the EIV information and the participant has been granted an opportunity to contest any adverse findings through the established grievance procedure. The consequences of adverse findings may include the HACM requiring the immediate payment of any over-subsidy, the entering into a repayment agreement, eviction, criminal prosecution, or any other appropriate remedy.

Furthermore, the information the HACM derives from the EIV system will be protected to ensure that it is utilized solely for official purposes and not disclosed in any way that would violate the privacy of the affected individuals.

Once the data has served its purpose, it shall be destroyed by either burning or shredding the data.

2. Third -Party Written Verifications

This type of verification includes written documentation, with forms sent directly to and received directly from a source, not passed through the hands of the family. It may also be a report generated automatically by another government agency, i.e., Department of Welfare, Veterans Administration, etc.

Third-party written verifications may also be used to supplement Enterprising Income Verifications. They will be utilized when there is a discrepancy of \$200 a month or more and the participant disputes the EIV results.

Third party verification of SS and SSI benefits shall be obtained by getting a copy of an official Social Security Administration letter of benefits from the person receiving the benefits and verification from HUD's on-line

systems. If either of these forms of verification are not obtainable, then the file shall be documented as to why third party verification was not used.

The HACM will allow XXX (X) weeks for the return of third party written verifications prior to continuing on to the next type of verification.

3. Third-Party Oral Verifications

This type of verification includes direct contact with the source, in person or by telephone. When this method is used, staff members will be required to document in writing with whom they spoke, the date of the conversation and the facts obtained.

The HACM will allow XXX (X) business days for the return of third party oral verifications prior to continuing on to the next type of verification.

4. Review of Documents

When EUIV, written and oral third party verifications are not available within the XXX (X) week and XXX (X) business days period allowed in paragraphs 2 and 3 above, the HACM will use the information received by the family, provided that the documents provide complete information. Photocopies of the documents, excluding government checks, provided by the family will be maintained in the file. In cases in which documents are viewed and cannot be photocopied, staff reviewing the documents will complete a written statement as to the contents of the document(s).

5. Self-Certification and Self-Declaration

When EIV, written and oral third party verifications are not available within the XXX (X) week and XXX (X) business days period allowed in paragraphs 2 and 3 above, and hand-carried verification cannot be obtained, the HACM will accept a statement detailing information needed, signed by the head, spouse, co-head, or other adult family member.

Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When any verification method other than Enterprising Income Verification is utilized, the HACM will document the reason for the choice of the verification methodology in the applicant/resident's file.

11.1 ACCEPTABLE METHODS OF VERIFICATION

~~Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's~~

certification will be accepted. (Or for citizenship documentation such as listed at Section 11.2 will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

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

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

11.2 TYPES OF VERIFICATION

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

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

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
>18)		document evidencing enrollment
Need for a live-in aide	Letter from doctor or other medical professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
<u>Medicare Discount Card</u>		A card with the words "Medicare Approved" on it.
<u>Medicare Discount Benefit</u>		<u>Individual receipts if the pre-discount cost is included; a comparison of receipts before and after the application of the discount; other information provided by the pharmacy supplying the prescription; or if nothing else is available: an imputed value of \$48.17 per prescription.</u>

Value of and Income from Assets

<u>Interest earned on Savings, checking accounts</u>	Letter from institution	Passbook, most current statements
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment,	Property tax statement (for

Verification Requirements for Individual Items

Item to Be Verified	3 rd party verification	Hand-carried verification
	etc.	current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
<u>Social Security Administration</u>		<u>Letter from Social Security as verified by HUD computer systems.</u>
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local gov., or local program - whether it is employment training - whether it has clearly defined goals and objectives	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	<ul style="list-style-type: none"> - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion 	Evidence of job start

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

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

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

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

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

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

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

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

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

The family's assistance will not be denied, delayed, reduced, or terminated because of a

delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

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

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

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

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

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

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

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

11.5 TIMING OF VERIFICATION

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

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

11.6 FREQUENCY OF OBTAINING VERIFICATION

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

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

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND RENT

12.1 FAMILY CHOICE

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

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a re-examination and return to the formula based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

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

12.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income

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

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

12.3 *MINIMUM RENT*

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

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
 - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

12.4 THE FLAT RENT

HACM has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. ~~HACM determined the market value of the unit and set the rent at the market value.~~ HACM will set the flat rent at 80% of the HUD-determined fair market rent. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

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

CEILING RENT

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

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

12.56 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

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

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. HACM will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing HACM will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for HACM. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

12.67 UTILITY ALLOWANCE

HACM has established a utility allowance for all resident-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, HACM will review the actual consumption of resident families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. Residents who choose the flat rent option are responsible for paying their own utilities (Sec. 960.253(b)(4)). The Tenant Rent is the amount the family owes each month to HACM. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the resident.

At developments with master metering, HACM will monitor the utility consumption of each household. Any consumption in excess of the allowance established by HACM will be billed to the resident monthly.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact HACM for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Requests for relief from surcharges for excess consumption of HACM purchased utilities or from payment of utility supplier billings in excess of the utility allowance for resident-paid utility costs may be granted by the Housing Authority on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

12.78 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid through HACM's mail-in procedure. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued. In addition, a \$25.00 late charge will be assessed to the resident. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$20.00 for processing costs.

14.0 RECERTIFICATIONS

At least annually, HACM will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the family's continued eligibility (2) the rent the family will pay, and (3) whether the family is housed in the correct unit size.

14.1 GENERAL

HACM will send a letter to residents informing them it is time for their annual recertification and the date and time of their scheduled re-examination meeting. The letter informs them of what they will need to bring to the meeting and that the information on the Application for Client Worksheet will be reviewed and updated. All adult household members will be required to sign forms to allow the Housing Authority to verify the family's eligibility to remain in public housing, whether their rent will increase, decrease or remain the same and if the household unit size is appropriate for the number of persons living in it. Upon determination of the rent to be paid, the resident will be sent A Notice of Rent Adjustment along with a letter giving the them the option to select flat rent or the formula-based method.

14.2 MISSED APPOINTMENTS

Families that miss their re-examination meetings and have not called to reschedule that meeting will be sent a 48-Hour Notice to contact the Management Office or Rental Specialist to get another meeting date. The 48-Hour Notice will also advise that the family's failure to reschedule and attend the re-examination meeting will could result in HACM taking eviction actions against them.

14.3 FLAT RENTS

The annual notice to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income. (Families who opt for the flat rent option will not be eligible for a utility allowance.)
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they

otherwise would undergo.

- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which HACM expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year 90 days prior to their anniversary date, HACM will send a reexamination notice to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. HACM may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with their site manager, they may make the selection on the form and return the form to HACM.

14.4 THE FORMULA METHOD

As part of the recertification process, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, HACM will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00

per month, but never more than the ~~ceiling~~ flat rent.

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If HACM determines that the family has had an increase in income of more than \$85.00 per month that was not reported since the last annual recertification, HACM will determine the appropriate new rent amount and will charge the resident this new amount retroactive to the date that the rent change would otherwise have been effective.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.6 INTERIM REEXAMINATIONS

Families will be required to report any increase in income greater than \$85.00 per month within 10 days of the date of the increase. As long as the family properly reports this increase, the additional income will not be used to determine rent until the next regularly scheduled annual eligibility recertification.

Families are also required to report the following changes to HACM between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption, the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant and pay a \$50.00 processing fee (excluding live-in aide) if the requested lease add-on is an adult, at least 18 years of age or older. The individual must provide their Social Security number, if they have one, and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the same screening process as for new applicants.

HACM will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review through HACM's Grievance Procedure. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph 14.8.

In cases where a resident requests a live-in aide, the procedure mentioned for adding a family member does not apply. Requests for live-in aides are considered reasonable accommodation requests (see Section 2.0). As such, the resident needs to submit a reasonable accommodation request to their housing manager and provide supporting documentation verifying the need for a live-in aide. The Housing Authority does conduct background checks for all live-in aides and reserves the right to deny the person as a live-in aide if the aide does not meet the Housing Authority's screening criteria.

In addition, the need for a live-in aide must meet the definition of a live-in aide (see 24CFR 5.403(b) found on page 57 of this document). In cases where the request for a live-in aide is approved, the income of the live-in aide is excluded, the resident is responsible for the conduct of their live-in aide and the resident must remain lease compliant. A live-in aide also does not qualify as a remaining member of the household under the definition of family found in Section 7.2 (Eligibility for Admission).

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, HACM will take timely action to process the interim reexamination and recalculate the family's rent.

14.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including HACM families that temporarily claim to have no income or have a temporary decrease in income, HACM may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

14.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first day of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first day of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of day the month after the rent amount is determined.