

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>No changes have been made this year.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>A copy of the 5 year and annual PHA plan can be obtained from our main office and each Asset Management Projects (AMP's) where an office is located.</p>
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6.1	Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.
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ACOP (and ADMIN where they are the same)

Chapter 2

A. QUALIFICATION FOR ADMISSION

It is the PHA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

1. Is a family as defined in this Chapter;
2. Heads a household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 200 and Part 5, Subpart E).
3. Has an Annual Income at the time of admission that does not exceed the **low/very low** income limits for occupancy established by HUD and posted separately in the PHA offices.

The Quality Housing and Work Responsibility Act of 1998 authorizes PHA's to admit families whose income does not exceed the low-income limit (80% of median area income) once the PHA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).

4. Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;
5. Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy, including the attendance and successful completion of the PHA's lease orientation.

Applicants who are determined ineligible, who do not meet the PHA's admission standards, or where the PHA does not have an appropriate size and type of unit in its inventory will be given written notification promptly, including the reason for the determination.

Timing for the Verification of Qualifying Factors

The qualifying factors of eligibility will be verified before the family is placed on the waiting list.

B. FAMILY COMPOSITION

Definition of Family

The applicant must qualify as a Family. A Family may be a single person or a group of persons. Discrimination on the basis of familial status is prohibited, and a group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law. For occupancy standards purposes, the applicant may claim a spousal relationship (see Chapter 5, Occupancy Guidelines.) Elderly or disabled families are defined by HUD in CFR 5.403.

The term "Family" also includes, but is not limited to:

- A family with or without children;
- An elderly family;

A disabled family

Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence;

The remaining member of a tenant family;

A single person who is not elderly, disabled, or the remaining member of a tenant family;

Two or more elderly or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family;

Two or more near-elderly persons living together, or one or more near-elderly persons living with one or more live-in aides.

A child who is temporarily away from home because of placement in foster care is considered a member of the family unless absence is greater than 12 months. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

Occupancy by Law Enforcement Officers

In order to provide an increased sense of security for public housing residents the PHA may allow up to 11 public housing units to be occupied by law enforcement officers. A law enforcement officer may occupy a unit located at any of the HA's developments listed below. Tenant Services/Security will recommend a unit for the police officer. The Executive Director will make the final determination. More than one unit in a development may be occupied by law enforcement officers if it is deemed necessary for increased security reasons.

HA developments are:

Heritage, Madison, Cedarbrook, Villa Marie/Norton Road, Bolivar Road, South, Glenwood, Circles, Stillwell, Dogwood, Scattered Sites

Law enforcement officers will not be required to be income eligible to qualify for admission to the PHA's public housing program.

Law enforcement officers must be in good standing with their law enforcement agency.

Head of Household

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

A family may designate an elderly or disabled family member as head of household solely to qualify the family as an Elderly Family, provided that the person is at least partially responsible for paying the rent.

Spouse of Head

Spouse means the husband or wife of the head. A spouse may be under the age of 18.

For proper application of the Noncitizens Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in a common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

Co-head

An individual in the household who is equally responsible for the lease with the Head of Household. A household may have either a spouse or co-head, but not both. A co-head never qualifies as a dependent. A co-head must be at least 18 years of age.

Live-In Attendants

A Family may include a live-in aide provided that such live-in aide:

1. Is determined by the PHA to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,
2. Is not obligated for the support of the person(s), and
3. Would not be living in the unit except to provide care for the person(s).

A live-in aide is not considered to be an assisted family member and has no rights or benefits under the program:

1. Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.
2. Live-in aides are not subject to Non-Citizen Rule requirements.
3. Live-in aides may not be considered as a remaining member of the tenant family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

Family members of a live-in attendant may also reside in the unit, provided doing so does not increase the subsidy by the cost of an additional bedroom and that the presence of the family member(s) does not overcrowd the unit.

A Live-in Aide may only reside in the unit with the approval of the PHA. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61) or disabled.

After the PHA approves the addition of a live-in aide on behalf of a resident, the resident must submit a specific live-in aide's name and information for approval by the PHA.

A specific live-in aide may only reside in the unit with the approval of the PHA. The PHA shall make the live-in aide subject to the agency's normal criminal background screening.

If the live-in aide or their family members participate in drug-related or criminal activity, the PHA will rescind the aide's right to occupy the unit. When the agency takes such action against the live-in aide, the aide is not entitled to the grievance hearing process of the agency. The PHA has the right to disapprove a request for a live-in aide based on the "Other Eligibility Criteria" described in this Chapter.

C. MANDATORY SOCIAL SECURITY NUMBERS [24 CFR 5.216]

Families are required to provide verification of Social Security Numbers for all family members a prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program. Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.

If a member does not have a Social Security Number they must sign a certification stating that they do not have one. The certification shall:

1. State the individual's name, state that the individual has not been issued a Social Security Number;
2. State that the individual will disclose the Social Security Number, if they obtain one at a later date;
3. Be signed and dated.

D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals may choose not to declare their status. These individuals will be considered non-citizens. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD, 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.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination. If such a family chooses flat rent, the flat rent will not be pro-rated if the flat rent is greater than the Public Housing Maximum Rent. If the Public Housing Maximum Rent is greater than the flat rent, and the family chooses flat rent, the flat rent will be pro-rated.

No eligible members. Applicant families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students defined by HUD in the noncitizen regulations are not eligible for assistance.

The PHA will establish and verify eligibility no later than the date of the family's annual reexamination following October 21, 1998.

E. OTHER ELIGIBILITY CRITERIA

All applicants will be processed in accordance with HUD's regulations (24 CFR Part 960) and sound management practices. Applicants will be required to demonstrate ability to comply with essential provisions of the lease as summarized below.

All applicants must demonstrate the ability through an assessment of current and past behavior:

1. To pay rent and other charges as required by the lease in a timely manner;

2. To care for and avoid damaging the unit and common areas;
3. To use facilities, appliances and equipment in a reasonable way;
4. To create no health or safety hazards, and to report maintenance needs in a timely manner;
5. Not to interfere with the rights and peaceful enjoyment of others and to avoid damaging the property of others;
6. Not to engage in criminal activity or alcohol abuse that threatens the health, safety or right to peaceful enjoyment of other residents or staff and not to engage in drug-related criminal activity on or off the PHA premises;
7. To comply with necessary and reasonable rules and program requirements of HUD and the PHA; and,
8. To comply with local health and safety codes

A family may not qualify for a program if any family member has ever been:

1. Evicted or moved to avoid eviction from a PHA or Section 8 unit;
2. Convicted of manufacturing or producing methamphetamine, also known as "speed;"
3. Convicted as a sex offender;
4. Disruptive, obstructive, or uncooperative in the application, inspection, or renewal processes, such as verbally abusive to employees, refusing to answer questions, refusing access to units covered by subsidy, hanging up on employees, etc.

Denial of Admission for Previous Debts to This or Any Other PHA

The family must pay any outstanding debt owed the PHA, another PHA or other subsidized housing program. Repayment of debt must be made before eligibility is determined.

Either spouse/co-head is responsible for the entire debt incurred as a previous PHA tenant. Children of the head or spouse who had incurred a debt to the PHA will not be held responsible for the parent's previous debt. If the child becomes an adult while being assisted and their income was included in the rent calculation, they will be held responsible for the debt.

F. DENIAL OF ADMISSION FOR DRUG-RELATED AND/OR OTHER CRIMINAL ACTIVITY

HUD issued a Final Rule for Screening and Eviction for Drug Abuse and Other Criminal Activity on May 24, 2001. Effective date of the Final Rule is June 25, 2001.

Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Housing Authority of the City of Springfield, MO to fully endorse and implement a policy that is designed to:

- Help create and maintain a safe and drug-free community;
- Keep our program participants free from threats to their personal and family safety;
- Support parental efforts to instill values of personal responsibility and hard work;
- Help maintain an environment where children can live safely, learn and grow up to be productive citizens; and

Assist families in their vocational/educational goals in the pursuit of self-sufficiency.

Administration

All screening procedures shall be administered fairly and in such a way as not to discriminate on the basis of race, color, nationality, religion, sex, familial status, disability or against other legally protected groups, and not to violate right to privacy.

The PHA shall not deny or terminate assistance of a household if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking. The intent of the law is to provide protection to individuals, as well as members of the victims' immediate families from losing their assistance as a consequence of the abuse of which they were the victim. The victim of abuse must provide the PHA written Certification that the alleged incidents or abuse are bona fide. (PIH Notice 2006-23)

To the maximum extent possible, the PHA will involve other community and governmental entities in the promotion and enforcement of this policy.

HUD Definitions

"Drug-related criminal activity" is the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Drug-related criminal activity means *on or off the premises, not just on or near the premises.*

"Covered person" means a tenant, any member of the tenant's household, a guest, or another person under the tenant's control.

"Criminal activity" includes any criminal activity that threatens the health, safety or right to peaceful enjoyment of the resident's public housing premises by other residents or employees of the PHA.

"Drug" means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

"Guest" for purposes of this Chapter, means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

"Household" means the family and PHA-approved live-in aide.

"Other person under the tenant's control," for the purposes of the definition of "covered person," means that the person, although not staying as a guest (as defined above) in the unit is, or was at the time of the activity in question, on the premises (as defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

"Premises" means the building or complex or development in which the public housing dwelling unit is located, including common areas and grounds.

"Violent criminal activity" means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Screening for Drug Abuse and Other Criminal Activity

In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents, the PHA will endeavor to screen applicants as thoroughly and fairly as possible. If in the past the PHA initiated a lease termination, which may or may not have resulted in eviction for any reason cited under the Screening and Eviction for Drug Abuse and Other Criminal Activity Notice, for a family, as a prior resident of public housing, the PHA shall have the discretion to consider all circumstances of the case regarding the extent of participation by non-involved family members.

Initial screening will be limited to routine inquiries of the family and any other information provided to the PHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion in the application form.

If as a result of the standardized inquiry, or the receipt of a verifiable referral, there is indication that the family or any family member is engaged in drug-related or criminal activity, the PHA will conduct closer inquiry to determine whether the family should be denied admission. If the screening indicates that any family member has been arrested or convicted within the prior 3 years for drug-related or criminal activity, the PHA shall obtain verification through police/court records.

Use of Law Enforcement Records

A valid photo ID is required for the Springfield Police Department to do an NCIC report.

The PHA will check criminal history for all **applicants who are 18 years of age** to determine whether any member of the family has engaged in violent or drug-related or criminal activity.

The PHA will check criminal history for all **applicants who are 18 years of age** to determine whether any member of the family is convicted sex offender.

Verification of any past activity will be done prior to final eligibility and will include a check of conviction records.

The PHA has applied to the Federal Bureau of Investigation (FBI) and obtained a unique Originating Agency Identifier (ORI) number in order to maximize its efforts in obtaining applicant criminal record history.

The PHA has contracted with the Missouri State Highway Patrol, an FBI approved channeling agent, to process and funnel requests in order to obtain National Crime Information Center (NCIC) data for the purpose of accessing FBI criminal records.

The PHA will do a name, social security number, and date of birth check only through its local law enforcement agency to access limited information from the NCIC.

If the local law enforcement agency indicates to the PHA that there is a criminal history record indexed in the Interstate Identification Index which might belong to the applicant, the PHA must submit an applicant fingerprint card to the FBI through the appropriate channel in order to verify whether the criminal record is in fact the applicant's. Should the applicant instead elect not to supply fingerprints, their application will be placed inactive.

To gain the full content of the NCIC data through the FBI approved channeling agent, the PHA will submit an applicant fingerprint card to the channeling agent.

Standard for Violation

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing.

The PHA may admit the household if the PHA determines:

The person demonstrates successful completion of a rehabilitation program approved by the PHA, or

The circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person has died or is imprisoned.

No member of the applicant's family may have engaged in drug related or violent criminal activity within the past 3 years.

The PHA will deny participation in the program to applicants where the PHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the PHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The PHA will consider alcohol abuse to be a *pattern* if there is more than one incident during the previous 36 months.

"Engaged in or engaging in or recent history of" drug-related criminal activity means any act within the past **3** years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

"Engaged in or engaging in or recent history of" criminal activity means any act within the past 3 years by applicants or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the PHA, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

In evaluating evidence of negative past behavior, the PHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

The PHA may waive the requirement regarding drug-related criminal activity if:

The person demonstrates successful completion of a credible rehabilitation program approved by the PHA; or

The individual involved in drug-related criminal activity is no longer in the household because the person is incarcerated.

The PHA may permit eligibility for occupancy and impose conditions that the involved family member(s) does not reside in the unit. The PHA will consider evidence that the person is no longer in the household such as divorce decree/incarceration/death/copy of a new lease with the owner's telephone number and address/or other substantiating evidence.

Permanent Denial of Admission

The PHA must permanently deny assistance to applicants, and terminate the assistance of persons convicted of manufacturing or producing methamphetamine. The PHA will not waive this provision.

Prohibition on Persons Convicted as a Sex Offender

The PHA will deny admission to public housing to any family in which a family member is a convicted sex offender registration requirement. This provision will not be waived. The PHA shall perform necessary criminal history background checks in the State where the housing is located and in any other States where household members are known to have resided.

Other Criminal Activity

"Other criminal activity" means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior which would adversely affect the health, safety, or welfare of other residents. For the purposes of this policy, this is construed to mean that a member of the current family has been arrested or convicted of any criminal or drug-related criminal activity within the past 3 years.

HUD defines violent criminal activity as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

Applicants and/or their household members who have been convicted of criminal sexual conduct, including but not limited to sexual assault, incest, statutory sexual seduction, open and gross lewdness, or child abuse, and have been convicted as a sex offender will be prohibited from participation in the public housing program.

No family member may have engaged in or threatened abusive or violent behavior toward PHA personnel at any time.

No family member may have, within the last 5 years, committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

A person who has been convicted of any crime involving bodily injury or drug-related activity would not be considered for admission until a year has passed since completion of incarceration.

Evidence

The PHA must have evidence of the violation.

"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 the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred.

Preponderance of evidence is not to be determined by the number of witnesses, but by the greater weight of all evidence.

"Credible evidence" may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants, evidence gathered by PHA inspectors and/or investigators, and evidence gathered from the PHA Hotline.

The PHA may pursue fact-finding efforts as needed to obtain credible evidence.

Obtaining Information from Drug Abuse Treatment Centers

The PHA will:

Request for certain household members. The PHA shall submit a request to a drug abuse treatment facility only with respect to each proposed household member:

Whose prior tenancy records indicate that the proposed household member:

Has stayed in a treatment facility.

The written consent form shall authorize the PHA to receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.

The authorization will be sent to the drug abuse treatment facility with a PHA postage paid return addressed envelope.

The PHA will maintain such information received from a drug abuse treatment facility in a manner that respects its confidentiality.

Such confidential information will be reviewed by the Eligibility Department who will make a decision as to the outcome of the review.

Such confidential information will not be misused or improperly disseminated and will be destroyed not later than 5 business days after the date on which the PHA gives final approval for admission.

If the application is denied, the information will be destroyed within 1 year following the date on which the statute of limitations for commencement of a civil action from the applicant based upon the denial of admission has expired.

Confidentiality of Criminal Records

The PHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed for screening for criminal behavior, will be housed in a locked office with access restricted to individuals responsible for such screening.

Misuse of the above information by any employee will be grounds for termination of employment. Penalties for misuse are contained in Personnel Policies.

If the family is determined eligible for initial or continued assistance, the PHA's copy of the criminal report shall be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.

PHA will document in a separate file circumstances of the criminal report and the date the report was destroyed.

Disclosure of Criminal Records to Family

Before the PHA takes any adverse action based on a criminal conviction record, the applicant and subject of record will be provided an opportunity to dispute the record at an informal hearing. The subject of record will be provided, upon written request, a copy of the criminal record. Tenants may contest such records at the grievance hearing or court hearing in the case of evictions.

Hearings

(See Chapter titled "Complaints, Grievances and Appeals.")

If information is revealed that would cause the PHA to deny admission to the household and the person disputes the information, s/he shall be given an opportunity for an informal hearing according to the PHA's hearing procedures outlined in the Chapter on Complaints, Grievances and Appeals.

G. SCREENING FOR SUITABILITY [24 CFR 960.203, 960.204, 960.205]

In developing its admission policies, the aim of the PHA is to attain a tenant body composed of families with a broad range of incomes and to avoid concentrations of the most economically deprived families and families with serious social problems. Therefore, it is the policy of the PHA to deny admission to applicants whose habits and practices may reasonably be expected to have a detrimental effect on the operations of the development or neighborhood, or on the quality of life for its residents.

The PHA will conduct a detailed interview of all applicants. The interview form will contain questions designed to evaluate the qualifications of applicants to meet the essential requirements of tenancy. Answers will be subject to third party verification.

An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in denial of admission.

Applicants must be able to demonstrate the ability and willingness to comply with all the terms of the lease, either individually or with assistance which they can demonstrate that they have at the time of admission. (24 CFR 8.2 Definition: Qualified Individual with Handicaps)

The availability of assistance is subject to verification by the PHA.

The PHA's minimum age for admission as head of household is 18, to avoid entering into leases which would not be valid or enforceable under applicable law.

The PHA does not permit a parent or legal guardian to co-sign the lease on the applicant's behalf if the head of household is under 18.

As a part of the eligibility determination, the PHA will screen each applicant household to assess their suitability as renters.

The PHA will complete a credit check and rental history check on all applicants.

The PHA shall rely upon sources of information which may include, but not be limited to, PHA records, personal interviews with the applicant or tenant, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians or the police department, and home visits for persons who have had negative landlord reference(s) for poor housekeeping habits.

This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant is likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare.

The PHA's examination of relevant information pertaining to past and current habits or practices will include, but is not limited to, an assessment of:

1. The applicant's past performance in meeting financial obligations, especially rent.
2. Eviction or a record of disturbance of neighbors sufficient to warrant a police call, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors.
3. Any history of criminal activity on the part of any applicant family member involving criminal acts, including drug-related criminal activity.
4. Any history or evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy by neighbors.
5. Any history of initiating threats or behaving in a manner indicating an intent to assault employees or other tenants.
6. Any history of alcohol or substance abuse that would threaten the health, welfare, or right to peaceful enjoyment of the premises by other residents.

7. The ability and willingness of an applicant to comply with the essential lease requirements will be verified and documented by the PHA. The information to be considered in the screening process shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application in present and prior housing.

The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:

1. Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare. [24CFR 960.203(c)]
2. Adversely affect the physical environment or financial stability of the project. [24CFR 960.203(c)]
3. Violate the terms and conditions of the lease. [24CFR 960.203(c)].
4. Require services from PHA staff that would alter the fundamental nature of the PHA's program. [24 CFR 8.3]

Rent Paying Habits

The PHA will examine any Housing Authority records from a prior tenancy, and will request references from the applicant's current landlord and may request references from former landlords for up to the past 3 years.

Based upon these verifications, the PHA will determine if the applicant was chronically late with rent payments, was evicted at any time during the past 3 years for nonpayment of rent, or had other legal action initiated against him/her for debts owed. Any of these circumstances could be grounds for an ineligibility determination, depending on the amount of control the applicant had over the situation.

The PHA will undertake a balancing test that will consider: (1) amount of former rent; (2) loss of employment; (3) death or divorce from primary support; (4) illness or other circumstances beyond applicant's control. Any of these circumstances could be grounds for an ineligibility determination, depending on the amount of control the applicant had over the situation.

Applicants will not be considered to have a poor credit history if they were late paying rent because they were withholding rent due to substandard housing conditions in a manner consistent with a local ordinance; or had a poor rent paying history clearly related to an excessive rent relative to their income (using 50% of their gross income as a guide,) and responsible efforts were made by the family to resolve the nonpayment problem.

The lack of credit history will not disqualify a family, but a poor credit history in paying rent can, with the exceptions noted above.

Screening Applicants Who Claim Mitigating Circumstances

Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified would indicate both: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, and the applicant's prospect for lease compliance is an acceptable one, justifying admission.

If unfavorable information is received about an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct. In order to be factored into the PHA's screening assessment of the applicant, mitigating circumstances must be verifiable.

If the mitigating circumstances claimed by the applicant relate to a change in disability, medical condition or course of treatment, the PHA shall have the right to refer such information to persons who are qualified and knowledgeable to evaluate the evidence and to verify the mitigating circumstance. The PHA shall also have the right to request further information reasonably needed to verify the mitigating circumstance, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.

Examples of Mitigating Circumstances

1. Evidence of successful rehabilitation;
2. Evidence of the applicant family's participation in and completion of social service or other appropriate counseling service approved by the PHA;
3. Evidence of successful and sustained modification of previous disqualifying behavior. Consideration of mitigating circumstances does not guarantee that the applicant will qualify for admission. The PHA will consider such circumstances in light of:
 1. The applicant's ability to substantiate through verification the claim of mitigating circumstances and his/her prospects for improved future behavior; and
 2. The applicant's overall performance with respect to all the screening requirements.

Qualified and Unqualified Applicants

Information which has been verified by the PHA will be analyzed and a determination will be made with respect to:

1. The eligibility of the applicant as a *family*;
2. The eligibility of the applicant with respect to income limits for admission;
3. The eligibility of the applicant with respect to citizenship or eligible immigration *status*;
4. Any local preference to which the family is entitled.

Assistance to a family may not be delayed, denied or terminated on the basis of the family's ineligible immigration status unless and until the family completes all the verification and appeals processes to which they are entitled under both INS and PHA procedures, except for a pending PHA hearing.

Applicants who are determined to be unqualified for admission will be promptly notified with a Notice of Denial of Admission stating the reason for the denial. The PHA shall provide applicants an opportunity for an informal hearing (see Chapter titled "Complaints, Grievances, and Appeals.")

The PHA will make every effort to accurately estimate an approximate date of occupancy. However, the date given by the PHA does not mean that applicants should expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by the PHA, such as turnover rates, and market demands as they affect bedroom sizes and project location.

Documenting Findings

An authorized representative of the PHA shall document any pertinent information received relative to the following:

Criminal Activity - includes the activities listed in the definition of criminal activity in this Chapter.

Pattern of Violent Behavior - includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy of neighbors.

Pattern of Drug Use - includes a determination by the PHA that the applicant has exhibited a pattern of illegal use of a controlled substance which might interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Drug Related Criminal Activity - includes a determination by the PHA that the applicant has been involved in the illegal manufacture, sale, distribution, use or possession of a controlled substance.

Pattern of Alcohol Abuse - includes a determination by the PHA that the applicant's pattern of alcohol abuse might interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Initiating Threats - or behaving in a manner indicating an intent to assault employees or other tenants.

Abandonment of a Public Housing Unit - without advising PHA officials so that staff may secure the unit and protect its property from vandalism.

Non-Payment of Rightful Obligations - including rent and/or utilities and other charges owed to the PHA or any other PHA.

Grossly Unsanitary or Hazardous Housekeeping - includes the creation of a fire hazard through acts such as hoarding rags, papers, or other materials; severe damages to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, inappropriate disposal of garbage in halls; or serious neglect of the premises. This category does not include families whose housekeeping is found to be superficially unclean or due to lack of orderliness, where such conditions do not create a problem for neighbors.

Information Documented by the Tenant Services/Security Department

Applicant's behavior might interfere with the health, safety, or right or peaceful enjoyment of the premises by other residents. Includes "No Trespass Order: issued by HAS Tenant Services/Security Department.

Destruction of Property from previous rentals.

Fraud If within the last 5 years a family member committed fraud, bribery or any other corrupt or criminal act in connection with an application for assistance.

If at any time a family member committed fraud, bribery or any other corrupt or criminal act while receiving assistance from a federal housing program.

Intentionally Falsifying an Application for Leasing - including uttering or otherwise providing false information about family income and size, using an alias on the application for housing, or making any other material false statement or omission intended to mislead.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

Prohibited Criteria for Denial of Admission

Applicants will NOT be rejected because they:

Have no income; Are not employed; Do not participate in a job training program; Will not apply for various welfare or benefit programs; Have children; Have children born out of wedlock; Are on welfare; Are students.

H. HEARINGS

If information is revealed that would cause the PHA to deny admission to the household and the person disputes the information, she/he shall be given an opportunity for an informal hearing according to the PHA's hearing procedures outlined in Chapter 13, Complaints, Grievances and Appeals.

Policy Conference

An applicant may be called in for a policy conference before being put on the waiting list if the applicant's record indicates that the applicant has had past criminal activity or problems in areas that might interfere with the rights and peaceful enjoyment of others and the criminal activity or problems are too old or not serious enough for an informal hearing. – Selection and Admissions, including deconcentration and Waiting List

Chapter 4

PHA's Objectives

It is the PHA's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list. By maintaining an accurate waiting list, the PHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the PHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

A. MANAGEMENT OF THE WAITING LIST

The PHA will administer its waiting list as required by 24 CFR Part 5, Part 945 and 960

[All applicants must meet applicable income eligibility requirements as established by HUD.](#)

Opening and Closing the Waiting Lists

The PHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice in the following newspapers, minority publications and media entities location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

Local Newspaper ; posted in Front Office; Burrell; Unite; GRUPO Latinoamericano;

Southwest Center for Independent Living; Other Social Agencies The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the PHA address and telephone number, how to submit an application, information on eligibility.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

When Application Taking is Suspended

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the PHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 24 months. The PHA will give at least 14 calendar days' notice prior to closing the list. When the period for accepting applications is over, the PHA will add the new applicants to the list.

The PHA will update the waiting list at least annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail. At the time of initial intake, the PHA will advise families of their responsibility to notify the PHA when mailing address or telephone numbers change.

Reopening the List

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening. Any reopening of the list is done in accordance with the HUD requirements.

Limits on Who May Apply

When the waiting list is open, any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

When the application is submitted to the PHA:

It establishes the family's date and time of application for placement order on the waiting list.

Multiple Families in Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

B. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Before applying its preference system, the PHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly may limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

The PHA's Deconcentration Policy, as described in the PHA Plan, may include skipping of families on the waiting list in order to bring families above the established income range into developments below the established income range, and to bring families below the established income range into developments above the established income range.

INCOME TARGETING

The PHA will monitor its admissions to ensure that at least 40% of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of the HUD approved jurisdictions' median income. Families with 30% or less of median income will be referred to as "extremely low income families."

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of QHWRA 98 by admitting less than 40% of "extremely low income families" to public housing in a fiscal year, to the extent the PHA has provided more than 75% of newly available vouchers to "extremely low income families." This fungibility provision discretion by the PHA is also reflected in the PHA's Section 8 Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40% of admissions to public housing for "extremely low income families" by the lowest of the following amounts:

1. the number of units equal to 10% of the number of newly available vouchers in the fiscal year; or
2. the number of public housing units that are:
 - a. in public housing projects located in census tracts having a poverty rate of 30% or more, and
 - b. made available for occupancy by and actually occupied in that year by, families other than "extremely low income families."

The Fungibility Floor:

Regardless of subsection 2 (a) and (b) above, in a fiscal year, at least 30% of the PHA's admissions to public housing will be "extremely low income families." The fungibility floor is the number of units that cause the PHA's overall requirement for housing "extremely low income families" to drop to 30% of its newly available units. Fungibility shall only be utilized if the PHA is anticipated to fall short of its 40% goal for new admissions to public housing.

Combination of Low and Very Low Income Family Admissions

Once the PHA has met the 40% targeted income requirement for new admissions of "extremely low income families," the PHA will fill the remainder of its new admissions units with families whose incomes do not exceed 80% of the HUD approved jurisdiction median income. This PHA has a limited number of applicants on waiting lists for some bedroom sizes in public housing, creating an insufficient applicant pool to apply Deconcentration and Income Targeting policies. There are currently units available for occupancy with no applicants to fill them. This is not a temporary situation and efforts to remedy these problems are ongoing.

We are engaged in the statistical analysis necessary to identify income differentials per development and have amended our Admission/Occupancy Policy to allow implementation of these policies when possible.

D. UNITS DESIGNATED FOR THE ELDERLY

In accordance with the 1992 Housing Act, elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units or buildings covered by a HUD-approved Allocation Plan, except for the units which are accessible, which may be offered to persons with disabilities.

The PHA will take the following action when processing families for developments designated for the elderly:

1. When there are insufficient elderly families who wish to reside in development, near-elderly families (head or spouse ages 50-61) receive a preference for this type of unit.
2. **Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.**

Singles Preference

Single persons who are not elderly, or disabled will not be admitted before elderly, disabled and families of up to two persons.

E. MIXED POPULATION UNITS

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

General occupancy units are designed to house all populations of eligible families. In accordance with the PHA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the PHA's general occupancy units.

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G. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. Caveat: at times, this PHA has a limited waiting list unto which to manipulate admissions for this policy.

Nothing in the deconcentration policy relieves the PHA of the obligation to meet the income targeting requirement. Gross annual income is used for income limits at admission and for income-mixing purposes. Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's deconcentration efforts. The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the project needs to be

redesignated as a higher or lower income project or whether the PHA has met the deconcentration goals and the project needs no particular designation.

Deconcentration and Income-Mixing Goals

The PHA's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit families above the PHA's Established Income Range (EIR) to developments below the EIR, and families below the PHA's EIR to developments above the EIR.

Deconcentration Applicability

The PHA has covered developments subject to the deconcentration requirement. These covered developments are described in the PHA Plan.

Project Designation Methodology

Annually, the PHA will determine on an annual basis the average income of all families residing in general occupancy developments.

The PHA will then determine the average income of all families residing in each general occupancy development.

The PHA will then determine whether each general occupancy development falls above, within or below the Established Income Range (EIR). The EIR is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the PHA-wide average income for general occupancy developments.

If a covered development is both below the 30 percent area-wide median and above the 115 percent income average for PHA-wide covered developments it will be considered to be within the EIR.

The PHA will then determine whether or not developments outside the EIR are consistent with local goals and strategies in the PHA Plan. Any deconcentration policy as needed is described in the PHA Plan.

The PHA may explain or justify the income profile for these developments as being consistent with and furthering two sets of goals:

1. Goals of deconcentration of poverty and income mixing (bringing higher income families into lower income developments and vice versa); and
2. Local goals and strategies contained in the PHA Plan.

Deconcentration Policy

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the PHA Plan, the PHA shall list these covered developments in the PHA Annual Plan.

The PHA shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments:

Skipping a family on the waiting list to reach another family in an effort to further the goals of the PHA's deconcentration policy:

If a unit becomes available at a development below the EIR, the first eligible family on the waiting list with income above the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list with income above the EIR will be offered the unit. The process will continue in this order. For the available unit at the development below the EIR, if there is no family on the waiting list with income above the EIR, or no family with income above the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list in preference order regardless of income.

If a unit becomes available at a development above the EIR, the first eligible family on the waiting list with income below the EIR will be offered the unit.

If that family refuses the unit, the next eligible family on the waiting list with income below the EIR will be offered the unit. The process will continue in this order. For the available unit at the development above the EIR, if there is no family on the waiting list with income below the EIR, or no family with income below the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list in preference order regardless of income.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy. However, the PHA shall uniformly limit the number of offers received by applicants described in this Chapter.

Deconcentration Compliance

If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the PHA will be considered to be in compliance with the deconcentration requirement.

H. Promotion of Integration

Beyond the basic requirement of nondiscrimination, PHA shall affirmatively further fair housing to reduce racial and national origin concentrations.

The PHA shall not require any specific income or racial quotas for any development or developments.

A PHA shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

I. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST

The PHA will not merge the waiting lists for public housing and Section 8. However, if the Section 8 waiting list is open when the applicant is placed on the public housing list, the PHA must offer to place the family on both lists. If the public housing waiting list is open at the time an applicant applies for Section 8, the PHA must offer to place the family on the public housing waiting list.

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 960.204(a)]

The waiting list will be purged **at least once a year** by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

Any mailings to the applicant, which require a response will state that failure to respond within 14 calendar days will result in the applicant's name being dropped from the waiting list.

An extension of 5 calendar days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If a letter is returned by the Post Office without a forwarding address, the applicant will be sent a second letter notifying them of their inactive status. Any letter returned and the envelope will be maintained in the file.

If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the prescribed period; or is hospitalized or death in family and they provide proof.

The PHA will give written notification to all applicants who fail to respond at the required times. If they fail to respond to this notification, they will be removed from the waiting list.

The PHA allows a grace period of 10 days after completion of the purge. Applicants who respond during this grace period will be reinstated.

K. OFFER OF ACCESSIBLE UNITS

The PHA has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the PHA will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the PHA's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the PHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

The PHA will make modifications to the unit in keeping with the Section 504 Transition Plan as the need arises and until the agency determines that an adequate number of units have been rehabilitated in numbers sufficient to evidence compliance with the Plan. After such point in time, the PHA may approve the family's plan to make physical modifications at the family's expense and consistent with the terms of the Authority's 504 Plan as it relates to tenant modifications.

See "Leasing" chapter.

L. PLAN FOR UNIT OFFERS

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

The first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size. If a group of letters is sent, the first person to complete the verification process will be shown a unit.

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

After 3 offers and refusals, the applicant will be removed from the waiting list. Just a show of a unit may not represent an offer.

M. CHANGES PRIOR TO UNIT OFFER

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

N. APPLICANT STATUS AFTER FINAL UNIT OFFER

When an applicant rejects the final unit offer the PHA will:

Remove the applicants name from the waiting list.

Removal from the waiting list means:

The applicant must reapply.

O. TIME-LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within 24 hours of the date the unit is shown. If applicant does not respond, the PHA will send a letter notifying the applicant the file has been placed inactive.

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "good cause," the applicant will not be removed from the waiting list.

"Good cause" will not be taken in consideration on the first offer.

Examples of "good cause" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

Inaccessibility to source of employment or children's day care;

The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. If good cause reason is questioned, documentation may be requested. The reasons offered must be specific to the family.

Refusals due to the location of the unit alone are not considered to be good cause.

A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.

The unit is inappropriate for the applicant's disabilities.

Applicants With a Change in Family Size or Status

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. An offer may be withdrawn if changes have occurred. The application will be placed back on the waiting list until the change has been processed. The PHA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.

The family will take the appropriate place on the waiting list according to the date and time the pre-application is received.

P. REFUSAL OF OFFER

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

Admin (different from ACOP):

Chapter 2

A. ELIGIBILITY FACTORS [982.201(B)]

The PHA accepts applications only from families whose head is at least 17 ½ years of age. The family will not be housed until the head of household and co-head, if applicable, reaches the age of 18.

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the PHA.

The HUD eligibility criteria are:

An applicant must be a "family"

An applicant must be within the appropriate Income Limits

An applicant must furnish Social Security Numbers for all family members.

An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required

At least one member of the applicant family must be either a U.S. citizen, have eligible immigration status, or be 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 before the PHA may provide any financial assistance.

Reasons for denial of admission are addressed in the "Denial or Termination of Assistance" chapter. These reasons for denial constitute additional admission criteria.

The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors.

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D. INCOME LIMITATIONS [24 CFR 982.201(b), 982.353]

To be eligible for assistance, an applicant must:

Have an Annual Income at the time of admission that does not exceed the very low income limits for occupancy established by HUD.

To be income eligible the applicant must be a family in the very low income category, which is a family whose income does not exceed 50 percent of the area median income. The PHA will not admit families whose income exceeds 50 percent of the area median income except those families included in 24 CFR 982.201(b).

To be income eligible the family may be under the low-income limit in any of the following categories: [24 CFR 982.201(b)]

A very low income family.

A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within 120 days of voucher issuance. Programs include any housing federally assisted under the 1937 Housing Act.

A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.

A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.

A low-income non-purchasing family residing in a project subject to a home-ownership program under 24 CFR 248.173.

A low-income family or moderate income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

A low-income family that qualifies for Voucher assistance as a non-purchasing family residing in a project subject to a resident home ownership program.

To determine if the family is income-eligible, the PHA compares the Annual Income of the family to the applicable income limit for the family's size.

Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.

Portability: For initial lease-up at admission, families who exercise portability must be within the applicable income limit for the jurisdiction of the receiving PHA in which they want to live.

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Chap 4

A. WAITING LIST [24 CFR 982.204]

The PHA uses a single waiting list for admission to its Section 8 tenant-based assistance program.

Except for Special Admissions, applicants will be selected from the PHA waiting list in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

The PHA will maintain information that permits proper selection from the waiting list.

B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards a PHA program funding that is targeted for specifically named families, the PHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The PHA maintains separate records of these admissions.

Applicants, who are admitted under Special Admissions, rather than from the waiting list, are identified by codes in the automated system and are maintained on separate lists.

C. WAITING LIST PREFERENCES [24 CFR 982.207]

All families with children and families who include an elderly person or a person with a disability (see 24 CFR 100.80) shall be given a selection priority over all other applicants.

D. LOCAL PREFERENCES [24 CFR 982.207]

The PHA uses the following Local Preference system:

Date and Time of receipt of a completed pre-application.

Treatment of Single Applicants

Single applicants who are elderly (62 years of age or older), disabled, or displaced will be given a selection priority over all "Other Single" applicants regardless of preference status. "Other Singles" denotes a one-person household in which the individual member is not elderly,

disabled or displaced by government action. Such applicants will be placed on the waiting list, but they can not be selected for assistance before any one person elderly, displaced or disabled family.

E. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the PHA will reserve a minimum of seventy-five percent of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as “extremely low-income families.” The PHA will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

The PHA may admit a lower percent of “extremely low income families” during a fiscal year (than otherwise required under the above paragraph) if HUD approves the use of such a lower percentage by the PHA in accordance with the PHA plan and based upon HUD’s determination that circumstances necessitating use of such a lower percentage by the PHA are present.

The PHA’s income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

The PHA is also exempted from this requirement where the PHA is providing assistance to low income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The waiting list will be purged at least once a year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

The PHA will give written notification to all applicants who fail to respond at the required times. If they fail to respond to this notification, they will be removed from the waiting list.

6.2	Financial Resources
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Our 2008 audit has been sent in with the hard copies.

6.3	Rent Determination
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ACOP & ADMIN except for sections C, E, F, G, U, V, W, and X which are program specific.

A. MINIMUM RENT

In addition to any rents determined to be owed by residents of HAS Properties on account of any resident’s household income, there shall be, to all residents, not excluded by hardships as specified below, minimum rent chargeable in the amount of not less than \$0 per month. This minimum rent represents a total tenant payment and not a minimum tenant rent. This minimum rent requirement is retroactive to a date of 10/1/99, the date on which notice was given to all residents of PHA that under the Quality Housing Work Responsibility Act of 1998, (QHWRA-’98) such minimum rents would have to be charge. Residents may be declared exempt from the minimum rent requirements for the following reasons:

A resident or resident’s family have lost eligibility for or are awaiting termination on eligibility for federal or other government assistance, including but not limited to SSI, Disability, Medicaid and the like

Resident or resident’s family would be evicted if minimum rent were imposed

Resident or any income producing member of resident’s household has had an income decrease because of changed circumstances

A death in family has occurred, resulting in decreased income for resident’s family

Any other situation determined to be eligible for exemption by PHA or HUD.

A resident may request an exemption from minimum rent requirements in writing delivered by hand or US Mail First Class Postage Prepaid to PHA at 421 West Madison Street, Springfield, Missouri 65806. Upon receipt, PHA shall make a prompt determination as to whether financial hardship exists for the resident, and if so, if said hardship is temporary or permanent in nature. In the event financial hardship is determined not to exist for resident, minimum rent will be charged back to the date resident received notice of minimum rent charges being made. In the event financial hardship is found, but is determined to be temporary in nature, the minimum rent will be suspended for a period of 90 days next following receipt of the Application for Exemption from the resident. During this 90 day period, no court eviction for failure to pay minimum rent may be filed against resident and resident is invited to provide documentation of the permanency of the financial hardship being suffered. In the event the determination remains that the financial hardship was temporary, at the end of the 90 day suspension of minimum rent, all rentals will be retroactively charged back to the date of suspension began and to the date resident received notice of a minimum rent. In the event it is determined that financial hardship does exist for the resident and that nature of said hardship is permanent, resident shall be exempt from payment of minimum rent for a period not exceeding one year from the date of suspension after request for exemption, at which time that resident’s financial circumstances will be re-examined to insure that the conditions of financial hardship still exist and may not be reasonably remedied by the resident. PHA may request documentation of the financial hardship and the cause thereof upon any requests for exemption filed hereunder, and any resident unsatisfied with the PHA’s determination as to the resident’s status on minimum rent or requested exemptions thereto shall be entitled to have this determination reviewed under the PHA’s applicable grievance procedures, which are posted and available for public review at the HAS Properties main office at 421 West Madison Street, Springfield, Missouri 65806.

B. INCOME AND ALLOWANCES

Income: The types of money which are to be used as income for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented. (See Income Inclusions and Income Exclusions in the Glossary of Terms of this policy.)

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which

has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits. (24 CFR 960.201)

Adjusted Income is defined as the Annual income minus any HUD allowable deductions.

The PHA does not adopt any additional permissive deductions to annual income of tenants.

Allowable Deductions

HUD has five allowable deductions from Annual Income:

1. Dependent allowance: \$480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. "Elderly" allowance: \$400 per household for families whose head or spouse is 62 or over or disabled.
3. Allowable medical expenses for all family members are deducted for elderly and disabled families.
4. Childcare expenses for children under 13 are deducted when child care is necessary to allow an adult member to work, attend school, or actively seek employment.
5. Expenses for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

C. TRAINING INCOME EXCLUSIONS [24 CFR 5.609(c)]

The PHA believes that training income exclusions are an important factor in helping public housing participants move from welfare and dependence to greater self-sufficiency.

The PHA may make available information regarding new policies governing training income derived from qualifying employment training programs with applicants, participants and local social service providers. The PHA's objective is to encourage families to move toward self-sufficiency by excluding from their annual income certain amounts earned through participation in various qualifying training programs. These training programs are aimed at offering the resident gainful employment skills. The exclusion of training income, in the calculation of annual income, is meant to be an incentive. It is the PHA's hope that welfare agencies will adopt or modify their programs so that welfare recipients living in Public Housing will receive the maximum benefits from these income exclusions.

In order to be eligible for the exclusion the resident must actually receive training under the provisions of the program. For purposes of this exclusion, it is not enough for the resident to merely be enrolled.

There are two types of training programs that are eligible for one or more types of income exclusion.

1. Training Income Exclusions in Accordance with 24 CFR 5.609(c)(8)(v)

The first type of training program is in accordance with 24 CFR 5.609 (c) (8)(v) and has features that allow the training income of assisted housing residents to be excluded only while the resident is actively enrolled in the training program.

A training program qualifying under 24 CFR 5.609 (c)(8)(v) is defined as one with goals and objectives designed to lead to a higher level of proficiency, and one which enhances the individual's ability to obtain employment. The training program may have performance standards to measure proficiency. Training may include, but is not limited to:

Classroom training in a specific occupational skill;

On-the-job training with wages subsidized by the program, or

Basic education.

For this purpose Annual Income does not include the following:

Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs.

2. Training Income Exclusions prior to September 30, 1999

This training program is specific to public housing residents only and the regulation requires it to include specific features. This training program offers public housing residents the exclusion of incremental income while in the training program and for 18 months following the start of their first job.

The PHA will determine that this training program has all five components required by HUD. It must:

be a program providing employment training and supportive services;

be authorized by a Federal, State or local law;

be funded by the Federal, State or local government;

be operated or administered by a public agency; and

have as its objective to assist participants in acquiring employment skills.

A qualifying job-training program may be one that is established by the government but implemented by a private company for and on behalf of the government.

In addition, to qualify as a 5.609 (c)(13) program, the employment training program must offer the resident at least one of the following supportive services:

child care;

transportation;

personal welfare counseling (family/parental development counseling, parenting skills training for adult and teenage parents, substance/alcohol abuse treatment and counseling, self-development counseling);

health care services (including outreach and referrals);

youth leadership skills; youth mentoring.

For purposes of the 5.609 (c) (13) exclusion and public housing particularly, Annual Income does not include the following:

Incremental earnings and benefits resulting to any family member from participation in a program providing employment training and supportive services in accordance with the Family Support Act or any comparable Federal, State, or local law during the exclusion period.

Exclusion Period

The exclusion period is defined as 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, provided the training program is not funded by public housing assistance under the 1937 Housing Act.

Where applicable, the 18-month exclusion period runs continuously from the date the first job begins. If the resident switches to a second job during the 18-month period the exclusion continues.

If the resident has a break in employment during the 18-month exclusion, any other income the person has during the break will be counted. A person admitted into public housing after the completion of a qualifying employment training program, and who began employment while still an applicant and before coming into public housing, is entitled to the 18-month exclusion beginning with the date he/she became employed until the remainder of the 18 months.

If the family member is terminated from employment with good cause, the exclusion period shall end.

Components Applicable to All Training Programs

In either program (24 CFR 5.609 (c) (8)(v) and (c) (13)) and at all times the income to be excluded is the incremental income only.

"Incremental income" is defined by HUD as the increase between the total amount of welfare and earnings of a family member *prior* to enrollment in the training program and welfare and earnings of the family member *after* enrollment in the training program.

All other amounts, (such as child support and alimony), are treated in the usual manner in determining annual income. Child support, or other income that is not *earnings or benefits*, is not a factor and will not be considered in regard to training income exclusions, regardless of whether they have increased or decreased.

Who is Eligible for the Exclusion

Any member of the resident's family is eligible for the exclusion, provided the individual is enrolled in the qualifying employment training program.

If a family has members who enroll in training programs at different times, the exclusion may be taken at different periods. The rules will be applied individually to each member based on which type of program they are enrolled in.

Verification

Upon verification, residents who are actively enrolled in a qualifying training program will have the incremental income from the training program excluded from their annual income.

Employment Before Completion of Training Program

A resident who has substantially completed a training program in order to accept a job offer will be eligible for the 18-month exclusion of income.

"Substantial completion" of a training program will be completion of 75% of the program.

If a resident has completed that portion of the training program necessary to get a job and continues simultaneously with the training program, the 18-month exclusion period will begin on the date the resident started the new job, not the date they complete the training program.

The resident is not required to get a job that is directly related to the training program to be eligible for the exclusion.

Other Factors to be Considered

The 18-month exclusion also applies to residents with an FSS escrow account. A decrease in attributable income may mean that the FSS escrow account would be decreased or eliminated for a period of time.

For self-employed residents, the PHA will exclude only the net income of a resident when factoring the earnings.

If a resident has no income the day they enter a training program, but has a history of employment in the past, the PHA will review the resident's wages for the past 18 months and average the income. That averaged income will become the resident's base amount for determining incremental earnings. Exception: If the resident has no income and enrolls in a welfare program which requires participants to be enrolled in a job training program, the base pay for that resident will be zero.

If more than six months goes by before the resident starts their first job, the earnings from that job will be counted in full.

The resident is required to notify the PHA within ten working days of enrolling in a qualifying training program.

Residents who have a decrease in income as a result of enrolling in a training program may request an interim examination. The PHA will determine the decrease in incremental income as a result of the training program and adjust the resident's rent accordingly.

Residents who do not notify the PHA within ten working days of starting a training program, and have a decrease in income, will not have their rent adjusted retroactively.

D. DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS

The annual income for qualified families may not be increased as a result of increases in earned income beginning on the date on which the increase in earned income begins and continuing for a cumulative 12-month period. After the family receives 12 cumulative months of the full exclusion, annual income will include a phase-in of half the earned income excluded from annual income.

The rent for eligible families may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment begins. A family eligible for the earned income exclusion is a family that occupies a dwelling unit in a public housing project; and

1. Whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years; or
2. Whose earned income increases during the participation of a family member in any family self-sufficiency or other job training program; or
3. Whose annual income increases, as a result of new employment or increased earnings of a family member during or within six months after receiving assistance, benefits or services under any State program for TANF provided that the total amount over a six-month period is at least \$500. The qualifying TANF assistance may consist of any amount of monthly income maintenance, and/or at least \$500 in such TANF benefits and services as one-time payments, wage subsidies, and transportation assistance.

The HUD definition of "previously unemployed" includes a person who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

The HUD definition of economic self-sufficiency program is: any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

Amounts to be excluded are any earned income increases of a family member during participation in an economic self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment.

The amount that is subject to the disallowance is the amount of incremental increase in income of a family member. The incremental increase in income is calculated by comparing the amount of the family member's income before the beginning of qualifying employment or increase in earned income to the amount of such income after the beginning of employment or increase in earned income.

Initial Twelve-Month Exclusion:

During the cumulative 12-month period beginning on the date a member of a qualified family is first employed or the family member first experiences an increase in employment income, the PHA will exclude from annual income any increase in income of the family member as a result of employment over the prior income of that family member.

Second Twelve-Month Phase-in Exclusion:

During the second cumulative 12-month period after the expiration of the initial cumulative 12-month period referred to above, the PHA must exclude from annual income of a qualified family 50 percent of any increase in income of a family member as a result of employment over income of that family member prior to the beginning of such employment.

Maximum Four-Year Disallowance:

The earned income disallowance is limited to a lifetime 48-month period for each family member. For each family member, the disallowance only applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of phase-in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month full exclusion and the second 12-month phase-in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

Applicability to 18-month Training Income Exclusions [formerly found in 24 CFR 5.609(c)(13)]:

If a tenant meets the criteria for the mandatory earned income disallowance as outlined in 24 CFR 960.255, the PHA shall not deny a tenant the disallowance based on receipt of the earlier 18-month exclusion.

Applicability to Child Care and Disability Assistance Expense Deductions:

The amount deducted for child care and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for families entitled to the earned income disallowance, the amounts of the full and phase-in exclusions from income shall not be used in determining the cap for child care and disability assistance expense deductions.

Tracking the Earned Income Exclusion

The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent.

Such documentation will include:

Date the increase in earned income was reported by the family

Name of the family member whose earned income increased

Reason (new employment, participation in job training program, within 6 months after receiving TANF) for the increase in earned income

Amount of the increase in earned income (amount to be excluded)

Date the increase in income is first excluded from annual income

Date(s) earned income ended and resumed during the initial cumulative 12-month period of exclusion (if any)

Date the family member has received a total of 12 months of the initial exclusion

Date the 12-month phase-in period began

Date(s) earned income ended and resumed during the second cumulative 12-month period (phase-in) of exclusion (if any)

Date the family member has received a total of 12 months of the phase-in exclusion

Ending date of the maximum 48-month (four year) disallowance period (48 months from the date of the initial earned income disallowance)

The PHA will maintain a tracking system to ensure correct application of the earned income disallowance.

Inapplicability to Admission

The earned income disallowance is only applied to determine the annual income of families residing in public housing, and therefore does not apply for purposes of admission (including the determination of income eligibility or any income targeting that may be applicable).

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

The PHA requires public housing residents to report changes in income. For families eligible under the QHWRRA, the earned income exclusion will begin the first (1st) month following the date employment begins.

E. INDIVIDUAL SAVINGS ACCOUNTS

The PHA chooses not to establish a system of individual savings accounts for families who qualify for the disallowance of earned income.

F. TRAINING PROGRAMS FUNDED BY HUD

All training income from a HUD sponsored or funded training program, whether incremental or not, is excluded from the resident's annual income while the resident is in training. Income from a Resident Services training program, which is funded by HUD, is excluded.

G. WAGES FROM EMPLOYMENT WITH THE PHA OR RESIDENT ORGANIZATION

Upon employment with the PHA or officially recognized Resident Organization, the full amount of employment income received by the person is counted. There is no exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

H. AVERAGING INCOME

When Annual Income cannot be anticipated for a full twelve months, the PHA will:

Annualize current income and conduct an interim reexamination if income changes.

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

I. MINIMUM INCOME

There is no minimum income requirement. Families who report zero income are required to complete a written certification every 90 days.

J. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME [24 CFR 982.54(d)(10)]

If a family member is permanently confined (180 consecutive days) to a hospital or nursing home and there is a family member left in the household, the PHA will calculate the Total Tenant Payment by using the following methodology and use the income figure which would result in a lower payment by the family:

Excluding the income of the person permanently confined to the nursing home and not giving the family deductions for medical expenses of the confined family member, or

Include the income of the person permanently confined to the nursing home and give the family the medical deductions allowable on behalf of the person in the nursing home.

K. REGULAR CONTRIBUTIONS AND GIFTS [24 CFR 5.609(a)(7)]

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment. Any contribution or gift received every 2 months or more frequently will be considered a "regular" contribution or gift, unless the amount is less than \$100.00 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See Chapter on "Verification Procedures," for further definition.)

If the family's expenses exceed their known income, the PHA will make inquiry of the family about contributions and gifts.

L. ALIMONY AND CHILD SUPPORT [24 CFR 5.609(a)(7)]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the PHA must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

The PHA will accept as verification that the family is receiving an amount less than the award if:

The PHA receives verification from the agency responsible for enforcement or collection.

The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a copy of the divorce decree.

M. LUMP-SUM RECEIPTS [24 CFR 5.609(b)(5), (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, are not included in income but may be included in assets. Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

The PHA will calculate prospectively if the family reported the payment within 30 days and retroactively to date of receipt if the receipt was not reported within that time frame.

Prospective Calculation Methodology

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income at the time of the interim.
2. The PHA will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).
3. At the next annual recertification, the PHA will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income.
4. The lump sum will be added in the same way for any interims which occur prior to the next annual recertification.

Retroactive Calculation Methodology

The PHA will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.

The PHA will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due the PHA.

The family has the choice of paying this "retroactive" amount to the PHA in a lump sum.

At the PHA's option, the PHA may enter into a Repayment Agreement with the family.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

N. CONTRIBUTIONS TO RETIREMENT FUNDS - ASSETS

Contributions to company retirement/pension funds are handled as follows:

While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.

After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

O. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

The PHA must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The PHA will count the difference between the market value and the actual payment received in calculating total assets. The difference will be included in calculating total assets for two years.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

The PHA's minimum threshold for counting assets disposed of for less than Fair Market value is \$5,000. If the total value of assets disposed of within the two-year period is less than \$5,000, they will not be considered an asset.

P. CHILD CARE EXPENSES

Childcare expenses for children under 13 may be deducted from annual income if they enable an adult to work, attend school full time, actively seek employment, or attend full-time vocational training.

In the case of a child attending private school, only after-hours care can be counted as childcare expenses.

If a tenant is eligible for the earned income disallowance, the amount of deduction for child care expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, the disregarded or excluded amounts cannot be used in determining the cap for the child care expense deduction.

Allowability of deductions for child care expenses is based on the following guidelines:

Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work which is included in the family's annual income. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including reasonable travel time to and from school.

Amount of expense: If the amount of expense is deemed excessive, the PHA may survey the local care providers to calculate a reasonable allowance.

Q. MEDICAL EXPENSES [24 CFR 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines will be counted toward medical expenses for families who qualify if the family furnishes legible receipts with identification of the type of purchase.

Acupressure, acupuncture and related herbal medicines will not be considered allowable medical expenses without a doctor's statement.

Chiropractic services will be considered allowable medical expenses.

R. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.520]

Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant, 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 and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter titled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

Prorated TTP Calculation for Mixed Families

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by: Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.

Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

Prorated Flat Rent for Mixed Families

The PHA will compare the flat rent for the unit to the applicable Maximum Rent. If the flat rent is greater than the Maximum Rent, the family will pay the flat rent for the unit. If the Maximum Rent is greater than the flat rent, and the family chooses flat rent, the flat rent will be prorated by:

Subtracting the flat rent from the Maximum Rent to determine Family Maximum Subsidy.

Dividing the Family Maximum Subsidy by the number of persons in the family to determine the Member Maximum Subsidy.

Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligible Subsidy.

Subtracting the amount of Eligible Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Flat Rent.

S. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

The PHA will not reduce the public housing rent for families whose welfare assistance is reduced specifically because of:

fraud; or

failure to participate in an economic self-sufficiency program; or

noncompliance with a work activities requirement

However, the PHA will reduce the rent if the welfare assistance reduction is a result of:

The expiration of a lifetime time limit on receiving benefits; or

A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, such as:

the family has complied with welfare program requirements, but the durational time limit, such as a cap on the length of time a family can receive benefits, causes the family to lose their welfare benefits.

A situation where a family member has complied with welfare agency economic self-sufficiency or work activities requirements but cannot or has not obtained employment; or

A situation where a family member has not complied with other welfare agency requirements.

Imputed welfare income is the amount of annual income not actually received by a family as a result of a specified welfare benefit reduction that is included in the family's income for rental contribution.

Imputed welfare income is not included in annual income if the family was not an assisted resident at the time of sanction.

The amount of imputed welfare income is offset by the amount of additional income a family receives that begins after the sanction was imposed.

When additional income is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

Verification Before Denying a Request to Reduce Rent

The PHA will obtain written verification from the welfare agency stating that the family's benefits have been reduced for fraud or noncompliance *before* denying the family's request for rent reduction.

The welfare agency, at the request of the PHA, will inform the PHA of:

amount and term of specified welfare benefit reduction for the family;

reason for the reduction; and

subsequent changes in term or amount of reduction.

Cooperation Agreements

The PHA is attempting to put in place a cooperation agreement with the local welfare agency which assists the PHA in obtaining the necessary information regarding welfare sanctions.

The PHA has taken a proactive approach to create an effective working relationship between the PHA and the local welfare agency for the purpose of targeting economic self-sufficiency programs throughout the community that are available to Section 8 and public housing residents.

T. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS

If the cost of utilities (excluding telephone) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment. The Utility allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption utilities in an energy conservative household, *not* on a family's actual consumption.

When the Utility Allowance exceeds the family's Total Tenant Payment, the PHA will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the utility company.

Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

If a resident or applicant is unable to get utilities connected because of a previous balance owed to the utility company, the resident/applicant will not be permitted to move into a unit with resident paid utilities. This may mean that a current resident cannot transfer to a scattered site or that an applicant cannot be admitted to a unit with resident-paid utilities.

Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for eviction.

Law Enforcement Officers

Utilities will be paid by the law enforcement officer occupying the unit. No utility allowances are paid to officer unless he/she rents a high-rise unit which includes utilities in the rent payment.

U. EXCESS UTILITY PAYMENTS

Residents in units where the PHA pays the utilities may be charged for excess utilities if additional appliances or equipment are used in the unit. This charge shall be applied as specified in the lease. [24CFR 966.4(b)(2)]

V. CEILING RENTS

The PHA acknowledges that there are several advantages to ceiling rents. Ceiling rents provide a "cap" or maximum rent which is advantageous to families of higher incomes. Establishing ceiling rents offers families of increasing or higher incomes an incentive for living in public housing. Ceiling rents help the PHA to attract higher income families and create a broad range of incomes and a more diverse tenant body, which is consistent with HUD's affirmative fair housing goals. Ceiling rents serve to assist families transitioning from welfare to work and families that desire to obtain better jobs. Ceiling rents may also help the PHA to fill vacancies in some of its less desirable units or developments. Ceiling rents are a function of income-based rent. For all units where ceiling rents are applied, the lower of the total tenant payment or the ceiling rent will be applied. The PHA will ensure that its ceiling rents will be unit based and not applied to certain families or certain categories of families.

The PHA's methodology used to establish ceiling rents is described in the PHA Plan.

The PHA established HUD- authorized ceiling rents for all of its public housing units before October 1, 1999.

W. FAMILY CHOICE IN RENTS

The PHA shall provide for each family residing in a public housing unit to elect annually whether the rent paid by such family shall be 1) determined based on family income or 2) the flat rent. The PHA may not at any time fail to provide both such rent options for any public housing unit owned, assisted or operated by the PHA.

Annual choice: The PHA shall provide for families residing in public housing units to elect annually whether to pay income-based or flat rent.

The rental policy developed by the PHA encourages and rewards employment and self-sufficiency.

The PHA's methodology used to establish flat rents is described in the PHA Plan.

The PHA shall review the income of families paying flat rent not less than once every three years. Family composition will be reviewed annually for all families, including those paying flat rent.

Allowable Rent Structures

Flat Rents

The PHA has established, for each dwelling unit in public housing, a flat rental amount for the dwelling unit, which is based on the rental value of the unit and what has been in the past called ceiling rents, as determined by the PHA, and the PHA shall review the income of families paying flat rent not less than once every three years.

Income-Based Rents

The monthly Total Tenant Payment amount for a family shall be an amount, as verified by the PHA, that does not exceed the greatest of the following amounts:

- 30 percent of the family's monthly adjusted income; or
- 10 percent of the family's monthly income (whichever is greater); or
- The HAS Properties' minimum TTP is \$0.

The PHA will provide the additional subsidy to cover all reduced income resulting from this policy.

Switching Rent Determination Methods Because of Hardship Circumstances

In the case of a family that has elected to pay the PHA's flat rent, the PHA shall immediately provide for the family to pay rent in the amount determined under income-based rent, during the period for which such choice was made, upon a determination that the family is unable to the flat rent because of financial hardship, including:

Situations in which the income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income of other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Such other situations as may be determined by the PHA.

All hardship situations will be verified.

This choice of rent policy encourages and rewards employment and self-sufficiency.

Once a family switches to income-based rent due to hardship, the family must wait until the next annual reexamination to elect whether to pay income-based rent or flat rent.

Annual Reexamination

Within a reasonable time in advance of signing the new lease, the family will be sent a form from the PHA, on which the family will indicate whether they choose flat rent or income-based rent. The PHA form will state what the flat rent would be, and an estimate, based on current information, what the family's income-based rent would be.

If the family indicates they choose flat rent, the family will fill out and return a PHA form to certify family composition. This form will be retained in the tenant file.

If the family indicates they choose income-based rent, a reexamination appointment will be scheduled according to PHA policy.

The PHA's flat rents are identical to the current ceiling rents utilized by the PHA, as described in this chapter.

X. PHA's FLAT RENT METHODOLOGY

The PHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit. The PHA's methodology is described in the PHA Agency Plan.

The PHA's flat rents are identical to the current ceiling rents utilized by the PHA, as described in this chapter.

6.4 | Operation and Management

Section 8 of HA's lease

....

- j. Maintain HA's properties in a condition free of pest infestation and promptly respond to any reports of pest infestation. HAS shall take appropriate measures to eradicate any infestation found, and take such measures as HAS determines to be reasonable, to prevent infestation on the property; and

Section 11 of HA's lease

11. HOUSEKEEPING STANDARDS

In an effort to maintain the livability and conditions of the apartments owned and managed by the HA, uniform standards for Residents housekeeping have been developed for all Resident families:

- a. HA Responsibility: The standards that follow will be applied fairly and uniformly to all Residents. The HA will inspect each Dwelling Unit at least annually to determine compliance with the standards. Upon completion of an inspection, the HA will notify Resident in writing if he/she fails to comply with the standards. The HA will advise Resident of specific correction(s) required to establish compliance. Within a reasonable period of time, the HA will schedule a second inspection. The Resident's refusal to allow the HA to perform the inspections constitutes a violation of the Dwelling Lease terms.

6.5 | Grievance Procedures

**GRIEVANCE ARBITRATION PROCEDURE
OF THE HOUSING AUTHORITY OF THE CITY OF SPRINGFIELD**

I. PURPOSE AND SCOPE (966.50)

To set forth the requirements, standards, and criteria for a grievance procedure to be established and implemented by the Housing Authority of the City of Springfield, Missouri, herein known as the PHA to assure that a resident is afforded an opportunity for a hearing if the resident disputes within a reasonable time:

- A. Any PHA action or failure to act involving the resident's lease with the PHA;
- B. The PHA's regulations which adversely affect the individual resident's rights, duties, welfare, or status.

II. APPLICABILITY (966.51)

The PHA's grievance procedure shall be applicable to all individual grievances as defined herein between the resident and the PHA except as provided in this Section II.

A. The term due process determination means a determination by HUD that the law of the jurisdiction requires that the resident must be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit. If HUD has issued a due process determination, a PHA may exclude from the PHA administrative grievance procedure any grievance concerning a termination of tenancy or eviction that involves:

1. Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the PHA; or,
2. Any drug-related criminal activity on or off such premises.

B. If HUD has issued a due process determination, the PHA may evict the occupants of the dwelling unit through the judicial eviction procedures which are the subject of the determination. In this case, the PHA is not required to provide the opportunity for a hearing under the PHA's administrative grievance procedure.

C. The PHA grievance procedure is not applicable to disputes between residents not involving the PHA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA's Board of Commissioners.

V. PROCEDURES TO OBTAIN A HEARING (966.55)

Request for hearing. The complainant shall submit a written request for a hearing to the Executive Director or Assistant Executive Director of the PHA within 10 days after receipt of the summary of the discussion pursuant to Section IV. For a grievance under the expedited grievance procedure (an informal settlement as stated in Section IV above is not applicable), the complainant shall submit such request at such time as is specified by the PHA for a grievance under the expedited grievance procedure. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

VII. FAILURE TO REQUEST A HEARING (966.55)

If the complainant does not request a hearing in accordance with Section V, the PHA's disposition of the grievance under Section IV shall become final.

The failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the PHA's action in disposing of the complaint in an appropriate judicial proceeding.

VIII. HEARING PREREQUISITE (966.55)

All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Section IV as a condition precedent to a hearing under this Section, except, that if complainant shows good cause for failure to comply with said Section IV the provisions of this section may be waived by the hearing officer or hearing panel.

X. SCHEDULING OF HEARINGS (966.55)

Upon complainant's compliance with all provisions of this grievance procedure, a hearing shall be scheduled by the hearing officer or hearing panel within ten working days of compliance. The hearing shall be held at a time and place reasonably convenient to both the complainant and the Housing Authority. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered by the hearing officer or hearing panel to the complainant and the appropriate official of the PHA.

XI. EXPEDITED GRIEVANCE PROCEDURE (966.55)

For any grievance concerning a termination of tenancy or eviction, for which a court has ruled that the grievance procedure must be afforded and that involves:

- A. any activity that threatens the health, safety, or right to peaceful enjoyment of the PHA's public housing premises of other residents or employees of the PHA, or
 - B. any drug-related criminal activity on or off such premises;
- this expedited grievance procedure will apply.

In the case of a grievance under the expedited grievance procedure, Section IV (informal settlement of grievances) is not applicable.

Upon termination of tenancy or eviction in accordance with this subpart, a request for a hearing under the grievance procedure must be received by the PHA within 10 days of such notice. Once the request for a hearing under this part is received by the PHA, all other rules of the Grievance Procedure will remain in force.

XII. PROCEDURES GOVERNING THE HEARING (966.56)

A. The hearing shall be held before a hearing officer or a hearing panel as provided herein.

B. The complainant shall be afforded a fair hearing, which shall include:

1. The opportunity to examine before the grievance hearing any PHA documents, including records and regulations, that are directly relevant to the hearing. (The resident must be informed of this right or a PHA cannot continue with the eviction.) The resident shall be allowed to copy any such documents at the resident's expense. If the PHA does not make the documents available for examination upon request by the complainant, the PHA may not rely on such documents at the grievance hearing;

2. The right to be represented by counsel or other person chosen as the resident's representative, and to have such person make statements on the resident's behalf;

3. The right to a private hearing unless the complainant requests a public hearing;
 4. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the PHA or project management, and to confront and cross-examine all witnesses upon whose testimony or information the PHA or project management relies;
 5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. The hearing officer, or hearing panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
- D. If the complainant or the PHA fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his right to a hearing. Both the complainant and the PHA shall be notified of the determination by the hearing officer or hearing panel; Provided, that a determination that the complainant has waived his right to a hearing, shall not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in an appropriate judicial proceeding.
- E. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed.
- F. The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the PHA, the complainant, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly party and granting or denial of the relief sought, as appropriate.
- G. The complainant or the PHA may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
- H. Accommodation of persons with disabilities.
1. The PHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
 2. If the resident is visually impaired, any notice to the resident which is required under this subpart must be in an accessible format.

XIII. DECISION OF THE HEARING OFFICER OR HEARING PANEL (966.57)

- A. The hearing officer or hearing panel shall prepare a written decision, together with the reasons therefore, within 10 days after the hearing. A copy of the decision shall be sent to the complainant and the PHA. The PHA shall retain a copy of the decision in the resident's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the PHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or hearing officer.
- B. The decision of the hearing officer or hearing panel shall be binding on the PHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the PHA Board of Commissioners determines within a reasonable time, and promptly notifies the complainant of its determination, that:
1. The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease on PHA regulations, which adversely affect the complainant's rights, duties, welfare, or status;
 2. The decision of the hearing officer or hearing panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the annual contributions contract between HUD and the PHA.
- C. A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

6.6	Designated Housing for Elderly and Disabled Families
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We do not have any housing projects that are designated for elderly and disabled families.

6.7	Community Service and Self-Sufficiency
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- (1) H.A.S. works closely with public housing residents in a variety of programs to promote self-sufficiency. The HEARTS support group helps women begin to re-build their lives by healing their emotional issues. Self-esteem, healthy boundaries, abuse, dysfunctional relationships, and many other issues affect their ability to function successfully in all areas of their lives. We work closely with Resident Councils by offering training and support. We believe that when residents are given the proper tools they can effect changes in their communities that will promote self-sufficiency and a better quality of life. By partnering with various area organizations we are able to connect residents with the needed resources to become self-sufficient. In some cases we have been able to bring resources directly to the residents that enhance their quality of life. Our partnerships have provided several opportunities for residents to complete their community service requirements.
- (2) The Housing Authority of Springfield takes a multi-level approach to help families and individuals become self-sufficient. Tenant Services coordinates with community-wide organizations, Faith based organizations, and resident based organizations. Open communications between H.A.S., residents, and service agencies allows us to maintain working relationships that benefit all.

Resident Councils and Neighborhood Watch groups work to provide a better living environment for the residents by taking an active role in their communities. Community and Faith based organizations offer various services, which include educational, mental, economic, and social support. H.A.S. works with residents by assessing needs and making referrals to the appropriate organizations to address barriers to self-sufficiency.

A majority of our residents are female head of household and are encouraged to participate in a support group for women. This support group began as a result of dealing with the complex issues that many of our female head of households faced in their lives, with domestic violence being an all too common problem. This and many other issues affect the individual, but the family, as well as the community. The HEARTS support group is sponsored through the Housing Authority in an effort to provide a support system to help women become stronger emotionally. This is a vital component in helping the individual overcome negative influences that prohibit their ability to become self-sufficient.

(3) ACOP Chapter 16 - COMMUNITY SERVICE [24 CFR 960 Subpart F and 24 CFR 903.7(1)]

INTRODUCTION

IMPORTANT NOTICE

The community service requirement was suspended for Federal Fiscal Year 2002, for all developments except HOPE VI developments (Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriation Act, 2002, at Section 432). The requirement was reinstated in Federal fiscal year 2003.

A. REQUIREMENT

Each adult resident of PHA shall perform not less than 8 hours per month community service or actual participation in a Self-Sufficiency training program and shall provide documentation to the effect that such service was performed by resident in the preceding year to the PHA upon an annual basis in conjunction with other recertification information and processes. A form has been provided to each resident so that the providers or administrators of the Self-Sufficiency Training or Community Service, respectively, may attest to residents' participation and the dates, times and nature of said participation. The forms shall be annually turned into the PHA concurrently with other recertification information, but in any event not less than thirty (30) days before the expiration of the current lease term. In the event resident fails to provide PHA with documentation of Community Service or Economic Self-Sufficiency Training, as specified above, then in that event, PHA shall not renew resident's lease after the current term expires, unless resident enters into a written agreement to repay Community Service or Economic Self-Sufficiency Training during the next lease term, and unless such written agreement is executed by PHA and the defaulting resident. A copy of the agreement by resident to repay Community Services or Economic Self-Sufficiency Training will be provided to each resident/family required to repay.

B. EXEMPTIONS

Exemptions from the Community Service or Economic Self-Sufficiency Training requirements may be granted in the event the resident claiming an exemption requests such exemption in writing delivered by hand or posted through First Class US Mail to PHA's home office at 421 West Madison, Springfield, Missouri 65802. Exempting conditions are as follows:

Is 62 years of age or older

Is a blind or disabled individual under 42USC416(I) (1); or 42USC1382 (C) and can not comply with this section, or is a primary caretaker of such an individual.

Engaging in work activity under 42USC607 (d) or

Meets requirements for exemptions from work activity under the state program funded under Part 1 of Title 4, of the Social Security Act (42USC601et seq.) or under any other state welfare program in Missouri, including state "Welfare to Work" programs.

Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a state-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic Self-Sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic Self-Sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the PHA definition includes any of the following:

Other activities as approved by the PHA on a case-by-case basis.

The PHA will give residents the greatest choice possible in identifying community service opportunities.

The PHA will consider a broad range of Self-Sufficiency opportunities.

D. ANNUAL DETERMINATIONS

For each public housing resident subject to the requirement of community service, the PHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the PHA enters into an agreement, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic Self-Sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The head of household and the noncompliant adult must sign the agreement to cure.

Ineligibility for Occupancy for Noncompliance

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

F. PHA RESPONSIBILITY

The PHA will ensure that HA provided community service programs are accessible for persons with disabilities.

The PHA will ensure that the community service is not otherwise unacceptable and :

The conditions under which the community service performed for the HA is not hazardous; and

The community service is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services.

G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The PHA's Community Service program is described in the PHA Plan.

The PHA will provide to residents a brochure of community service and volunteer opportunities available throughout the community.

6.8	Safety and Crime Prevention
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(i) Description of the need for measures to ensure the safety of public housing residents;

The Springfield Police Department and Green County Sheriff Office investigated 727 incidents at H.A.S. properties during the fiscal year starting July 1st 2008 and ending June 30th, 2009.

(ii) Description of any crime prevention activities conducted or to be conducted by the PHA;

The PHA created the Tenant Services/Security Department to assist with resident safety through education, investigating and tracking lease violations and criminal activity, including but not limited to violent crimes against women and children.

The PHA utilizes the Neighborhood Watch program to train and provide resident participation with their community safety and a form of community services requirements.

(iii) Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

The PHA adopted a partnership with the Springfield Police Department. This partnership includes a contracted Police Officer to work with the Tenant Services/Security Department as a liaison between the two agencies. The Police Officer provides safety and crime awareness education and guidance to the Security Department to ensure the safety of the public housing residents.

The PHA approved the Law Enforcement Housing Program under Code of Federal Regulations, Title 24, Section 960.505 to provide an increased sense of security for public housing residents and encourage Community Oriented Policing.

6.9	Pets
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The Housing Authority of Springfield, Missouri has a comprehensive pet policy that outlines the guidelines for pets and Service Animals. Each household will be permitted two common household pets. No more than one dog or one cat shall be permitted in a household. No pets are allowed to move into a unit without HA approval. \$200 deposit is required for a dog or cat plus a \$10 annual fee. A one-time fee of \$10 is charged for all other allowable pets. There is no deposit or annual fee charged for service animals. Annual registration of a dog or cat or service animal (if a cat or dog) requires a "pet permit" signed by a licensed veterinarian in order to assure the safety of all pets, residents, and staff. The policy clearly outlines the procedures for addressing pet policy violations, such as written notice of the violation, procedures for requesting an informal hearing, final removal of pet if necessary, etc.

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

6.11	Fiscal Year Audit
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2008 audit included in hard copies sent to HUD Field Office.

6.12	Asset Management
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The PHA follows HUD guidelines for asset management regarding housing inventory, long-term operating, capital investment, and other such needs.

6.13	Violence Against Women Act (VAWA)
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A majority of our residents are female head of household and are encouraged to participate in a support group for women. This support group began as a result of dealing with the complex issues that many of our female head of households faced in their lives, with domestic violence being an all too common problem. This and many other issues affect the individual, but the family, as well as the community. The HEARTS support group is sponsored through the Housing Authority in an effort to provide a support system to help women become stronger emotionally. This is a vital component in helping the individual overcome negative influences that prohibit their ability to become self-sufficient.

The following is in our ACOP & ADMIN Policies.

The PHA shall not deny or terminate assistance of a household if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking. The intent of the law is to provide protection to individuals, as well as members of the victims' immediate families from losing their assistance as a consequence of the abuse of which they were the victim. The victim of abuse must provide the PHA written Certification that the alleged incidents or abuse are bona fide. (PIH Notice 2006-23)

7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See attachments H, I, J, K
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attachment L
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s. There are 472 households that have applied for public housing assistance, with 92 households having been approved as eligible and are on the waiting list. There are 1,319 households that have applied for Section 8 assistance, with 890 households having been approved as eligible and are on the waiting list.

9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. Due to reduced funding, we have no plans for addressing needs of families that are not currently being assisted.
10.0	Additional Information. Describe the following, as well as any additional information HUD has requested. (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

(a) In the past five years we have strived to improve our aging property to insure all residents have a safe, decent and affordable place to call home. We have implemented many energy efficient items in the past five years. In each of the 4 highrise buildings, we have upgraded and installed new high efficient boilers, chillers and fan coil units, which in turn have reduced the utility cost for each building. We have completed roof restorations at three of our highrise buildings.

In our family units we have replaced the window air condition units and furnaces with energy efficient Central Heat and Air Conditioning. In the family complexes, stoves and refrigerators have also been upgraded with more energy efficient appliances. We have also upgraded the kitchen cabinets in our family units. Most recently we have completed installation of new roofs. Guttering and soffits at all our family units.

We are upgrading the flooring in units as tenants move out and the condition of the flooring is poor. We have upgraded from tile to carpet in approximately 75% of the units. We are also putting in window shades as we remodel apartments and have completed about 75% of the units. This has reduced the damage caused by tenants tacking up blankets or curtains.

Concerned parents have rewarded us with complements after we put in safer playground material.

The PHA adopted a partnership with the Springfield Police Department. This partnership includes a contracted Police Officer to work with the Tenant Services/Security Department as a liaison between the two agencies. The Police Officer provides safety and crime awareness education and guidance to the Security Department and HA Staff to ensure the safety of the public housing residents. The HA Security Department and the SPD Liaison are currently working on a program with Springfield Police Department that shall give any officer that is dealing with a suspect on HA property as to whether the suspect has been issued a No-Trespassing Notification.

The PHA approved the Law Enforcement Housing Program under Code of Federal Regulations, Title 24, Section 960.505 to provide an increased sense of security for public housing residents and encourage Community Oriented Policing. The HA currently has three Springfield Police Officers and two Greene County Officers participating in this housing program.

H. A.S. works closely with public housing residents in a variety of programs to promote self-sufficiency. The HEARTS support group helps women begin to re-build their lives by healing their emotional issues. Self-esteem, healthy boundaries, abuse, dysfunctional relationships, and many other issues affect their ability to function successfully in all areas of their lives.

We work closely with Resident Councils by offering training and support. We believe that when residents are given the proper tools they can effect changes in their communities that will promote self-sufficiency and a better quality of life.

By partnering with various area organizations we are able to connect residents with the needed resources to become self-sufficient. In some cases we have been able to bring resources directly to the residents that enhance their quality of life. Our partnerships have provided several opportunities for residents to complete their community service requirements.

In the past couple of years, we have been busy transitioning to asset management. Setting up offices at each AMP and training employees as Site Managers has been quite a challenge and costly. We have had to hire additional staff to work onsite and it continues to be more expensive to operate with this business model instead of our previously centralized management system. We have experienced a number of turnovers in the process of training employees in all the aspects of site management. Beyond the technical knowledge of rules and regulations needed, we also focus strongly on customer service and resident satisfaction. Having an office at each AMP has improved our customer service and residents are pleased with the ability to conduct business on site.

During this transition to asset management, our vacancies did go up slightly. However, now that the offices are open and Site Managers are trained, our vacancies have declined again. The rehab that has been done on our apartments has also made them more appealing to our applicants.

Our Section 8 program has maintained 100% occupancy during this time.

(b) Substantial Deviation from the 5-Year Plan:

This HA will amend or modify its 5-year Agency plan upon the occurrence of any of the following events during the term on 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.

Significant Amendment or Modification to the Annual Plan:

This HA will amend or modify its Annual Agency plan upon the occurrence of any of the following events during the term on 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.

11.0

Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning July 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

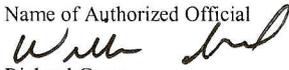
Housing Authority of the city of Springfield, MO
PHA Name

MO058
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Year 2010

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  Richard Grose <i>William Ladd, Vice-Chairman for Richard Grose</i>	Title Board Chairman
Signature 	Date 3/24/2010

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

HOUSING AUTHORITY OF SPRINGFIELD, MISSOURI

Program/Activity Receiving Federal Grant Funding

OPERATING FUND

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

All complexes in Springfield, Greene, Missouri			
420 W State 65806	515 W Mt Vernon 65806	421 W Madison 65806	770 South Ave 65806
525 S Campbell 65806	811 N Cedarbrook 65802	2336 N Bolivar Rd 65803	722 E Glenwood 65807
2628-2630 S Grant 65807	405-420 S Weaver 65806	1405-1425 E High 65803	330-336 W Madison 65806
714-738 W Edgewood 65807	809-917 W Sunset 65807	841-857B S Patton 65806	1633-1654 N Delaware 65803
1906-1921 S Wedgewood 65807	1000 Blk E Villa Marie & Norton Rd 65803		

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Thomas J Barnett	Title Executive Director
Signature 	Date 3/24/2010

Certification of Payments to Influence Federal Transactions

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

Applicant Name

HOUSING AUTHORITY OF SPRINGFIELD, MISSOURI

Program/Activity Receiving Federal Grant Funding

OPERATING SUBSIDY

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

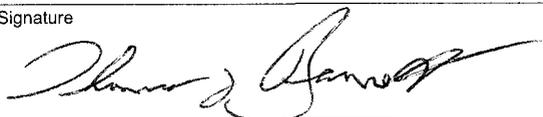
Name of Authorized Official

THOMAS J. BARNETT

Title

EXECUTIVE DIRECTOR

Signature



Date (mm/dd/yyyy)

3/24/2010

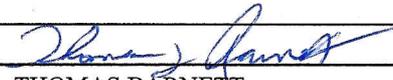
DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Housing Authority of Springfield, MO 421 W Madison Springfield, MO 65806 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Housing and Urban Development	7. Federal Program Name/Description: CFDA Number, if applicable: <u>N/A</u>	
8. Federal Action Number, if known: N/A	9. Award Amount, if known: \$ N/A	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>THOMAS BARNETT</u> Title: <u>EXECUTIVE DIRECTOR</u> Telephone No.: <u>417-866-4329</u> Date: <u>3/24/2010</u>	

Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)
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Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the city of Springfield, MO

MO058

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Richard Grose

Title

Board Chairman

Signature

William Grose
William Grose, Vice-Chairman for Richard Grose

Date 03/24/2010

Ruth Barton
Chairman, Heritage Tower
Resident Council

Executive
Director
HAS
Properties
February 18, 2010

Tom Barnett

Dear Tom,

I wanted to give you a little more information on a subject we talked about a few weeks ago. I noticed on the 5 year and annual plan that a canopy over our North Entrance is scheduled the last of the 5 years. Our residents feel there needs to be some serious consideration to moving it up to be done this year. While I had a talk with Joe Williams last year about possibly having a roof over the seating area for comfort of residents on lower floors, we now feel there is a definite safety issue. Please find attached a more detailed list of why we feel this is needed now.

Sincerely,

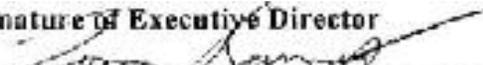
Heritage Tower North Entrance

1. There is no shelter when entering the door-leaving residents, many of them elderly or disabled, having to get in through rain, snow and ice before they can even get the door open. If they are using a walker or trying to push a cart this becomes even harder, and almost impossible if in a wheelchair.
2. Recently we had an elderly resident that had angioplasty. When he came home he was walking up the ramp toward the door. It was snowing and he slipped, injuring himself Fortunately he was ok, but this could have led to a very bad injury.
3. I had talked with Joe last year about the noise level. This is in no way a safety issue, but should be considered. During warm weather many of our residents enjoy going down and visiting on the benches until fairly late. The voices drift up to the apartments on the first few floors. We had thought a roof would help muffle the sound, allowing people not to be disturbed.
(Some of our older residents go to bed by 8:00).
4. Another thought - There is still occasions where the wind pushes against and/or holds the door open. Might a roof help diminish the amount of wind against the door?
5. Something else you should be aware of is the drain leading away from the building. It comes from the roof and is ran under the concrete to the edge where it then runs out into the parking lot. Unfortunately, as the snow and ice melts, it runs across the lot right at the end of the ramp. This then melts and makes a very dangerous black ice condition. We had at least 3 residents fall, and many had close calls. I don't know what the solution to this would be, but we would appreciate it being looked at. (I have not mentioned this to maintenance yet).

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Vern Morgan the City of Springfield
Grants Administrator certify that the Five Year and
Annual PHA Plan of the Housing Authority of the city of Springfield, MO is consistent with the Consolidated Plan of
The City of Springfield, MO prepared pursuant to 24 CFR Part 91.

 4/8/2010
Signed / Dated by Appropriate State or Local Official

Part I: Summary					
PHA Name: : TIN 43-0909995 The Housing Authority of the City of Springfield, Missouri			Grant Type and Number Capital Fund Program Grant No: MO16PO5850108 Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: 2008 FFY of Grant Approval:
Type of Grant X Revised Annual Statement (revision no:#1 12/31/09) <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report			<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2009		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	60,000.00	-0-	-0-	-0-
3	1408 Management Improvements	33,926.00	34,693.15	34,693.15	34,693.15
4	1410 Administration (may not exceed 10% of line 21)	102,524.00	67,059.05	46,000.26	46,000.26
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	29,571.00	18,207.71	18,207.71	18,207.71
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	710,112.00	865,675.35	797,120.40	797,120.40
11	1465.1 Dwelling Equipment—Nonexpendable	124,800.00	134,777.88	77,777.88	77,777.88
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	12,021.00	540.86	540.86	540.86
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	48,000.00	-0-	-0-	-0-
20	Amount of Annual Grant: (sum of lines 2 – 19)	1,120,954.00	1,120,954.00	974,340.26	974,340.26
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs	27,2000.00			
24	Amount of line 20 Related to Security – Hard Costs	6,726.00			
25	Amount of line 20 Related to Energy Conservation Measures	566,400.00			
Signature of Executive Director 			Date 1/11/2010	Signature of Public Housing Director Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

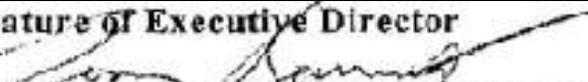
² To be completed for the Performance and Evaluation Report.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part II: Supporting Pages								
PHA Name : TIN 43-090995 The Housing Authority of the City of Springfield, Missouri			Grant Type and Number Capital Fund Program Grant No: MO16PO5850108 Replacement Housing Factor Grant No: _____ Date of CFFP: _____					FFY of Grant: 2008 FFY of Grant Approval:
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds2 Obligated	Funds Expended2	
AMP 1								
MO-058-011A	Miniblinds vacated apartments	1460	22	1,000.00	884.49	682.76	682.76	
	Reflooring vacated apartments	1460	22	2,300.00	30,692.12	30,692.12	30,692.12	
	Security	1408	1	5,100.00	5,086.98	5,086.98	5,086.98	
	Maintenance Cell Phones	1408	1	1,300.00	1,234.57	1,234.57	1,234.57	
	Operations	1406	1	11,160.00	-0-	-0-	-0-	
	Administration	1410	1	19,069.47	12,475.07	8,558.14	8,558.14	
	Lawn Equipment	1475	1	1,000.00	240.86	240.86	240.86	
	New Fan Coil Units	1460	142	500,000.00	502,020.00	502,020.00	502,020.00	
	A & E	1430	1	2,000.00	2,758.38	2,758.38	2,758.38	
	Contingency	1502	1	8,928.00	-0-	-0-	-0-	
AMP 2	Heritage New Mailboxes	1460	98	-0-	15,000.00	-0-	-0-	
MO-058-002	Miniblinds vacated apartments	1460	22	1,000.00	991.01	514.06	514.06	
	Reflooring vacated apartments	1460	22	5,000.00	19,016.17	19,016.17	19,016.17	
	Replace Stove	1465	98	-0-	24,500.00	-0-	-0-	
	Security	1408	1	3,500.00	3,486.56	3,486.56	3,486.56	
	Maintenance Cell Phones	1408	1	900.00	849.60			
	Operations	1406	1	7,680.00	-0-	-0-	-0-	
	Administration	1410	1	13,123.08	8,585.12	5,889.59	5,889.59	
	Lawn Equipment	1475	1	1,700.00	-0-	-0-	-0-	
	A & E	1430	1	3,000.00	5,275.95	5,275.95	5,275.95	
	Contingency	1502	1	6,144.00	-0-	-0-	-0-	

Part II: Supporting Pages								
PHA Name : TIN 43-0909995 The Housing Authority of the City of Springfield, Missouri			Grant Type and Number Capital Fund Program Grant No: MO16PO5850108 Replacement Housing Factor Grant No: _____ Date of CFFP: _____				FFY of Grant: 2008 FFY of Grant Approval:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds2 Obligated	Funds Expended2	
MO-058-008	Maintenance Cell Phones	1408	1	301.00	285.70	285.70	285.70	
	Operations	1406	1	2,580.00	-0-	-0-	-0-	
	Administration	1410	1	4,408.50	2,885.36	1,979.83	1,979.83	
	Lawn Equipment	1475	1	590.00	150.00	150.00	150.00	
	A & E	1430	1	1,800.00	637.70	637.70	637.70	
	Contingency	1502	1	2,064.00	-0-	-0-	-0-	
MO-058-009	Miniblinds vacated apartments	1460	22	1,000.00	1,000.00	73.55	73.55	
	Reflooring vacated apartments	1460	22	2,300.00	9,888.28	9,888.28	9,888.28	
	Security	1408	1	1,100.00	1,134.65	1,134.65	1,134.65	
	Maintenance Cell Phones	1408	1	273.00	260.89	260.89	260.89	
	Operations	1406	1	2,340.00	-0-	-0-	-0-	
	Administration	1410	1	3,998.44	2,741.12	1,919.83	1,919.83	
	Lawn Equipment	1475	1	535.00	-0-	-0-	-0-	
	A & E	1430	1	1,700.00	578.38	578.38	578.38	
	Contingency	1502	1	1,872.00	-0-	-0-	-0-	
MO-058-011C	Miniblinds vacated apartments	1460	12	1,000.00	1,000.00	200.33	200.33	
	Reflooring vacated apartments	1460	12	2,300.00	7,210.80	7,210.80	7,210.80	
	Security	1408	1	1,100.00	1,221.91	1,221.91	1,221.91	
	Maintenance Cell Phones	1408	1	294.00	276.43	276.43	276.43	
	Operations	1406	1	2,520.00	-0-	-0-	-0-	
	Administration	1410	1	4,306.01	2,686.68	1,802.21	1,802.21	
	Lawn Equipment	1475	1	580.00	-0-	-0-	-0-	
	A & E	1430	1	8,800.00	622.84	622.84	622.84	
	Contingency	1502	1	2,016.00	-0-	-0-	-0-	

Part I: Summary					
PHA Name:	Grant Type and Number MO16PO5850109 Housing Authority of Springfield, Missouri 421 W. Madison Springfield, Mo. 65806 Capital Fund Program Grant No: _____ Replacement Housing Factor Grant No: _____ TIN: 43-0909995 Date of CFFP: _____	FFY of Grant: 2009			
		FFY of Grant Approval:			
Type of Grant <input checked="" type="checkbox"/> Revised Annual Statement (revision no:#1 12/31/09) <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-09					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	60,000.00	60,000.00	-0-	-0-
3	1408 Management Improvements	27,200.00	27,200.00	9,797.88	9,697.88
4	1410 Administration (may not exceed 10% of line 21)	102,522.00	100,422.00	-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,700.00	23,800.00	23,800.00	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement	253,218.00	253,218.00	480.00	480.00
10	1460 Dwelling Structures	599,511.00	599,511.00	22,690.66	20,695.66
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	12,021.00	12,021.00	-0-	-0-
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	48,000.00	48,000.00	-0-	-0-
20	Amount of Annual Grant: (sum of lines 2 – 19)	1,124,172.00	1,124,172.00	56,768.54	30,873.54
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs	27,200.00	27,200.00	-0-	-0-
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	207,199.00	207,199.00	-0-	-0-
Signature of Executive Director 		Date 1/11/2010		Signature of Public Housing Director Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part II: Supporting Pages								
Grant Type and Number MO16PO5850109							FFY of Grant: 2009	
Capital Fund Program Grant No:		Replacement Housing Factor Grant No:					FFY of Grant Approval	
Date of CFFP								
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
AMP 6								
MO-058-008	Operations	1406	1	2,580.00	2,580.00			
	Security Salaries	1408	1	1,200.00	1,200.00	417.55	417.55	
	Contingency	1502	1	2,064.00	2,064.00			
	Administration	1410	1	4,408.00	4,408.00			
	Miniblinds Vacated Apartments	1460	22	1,000.00	1,000.00			
	Reflooring Vacated Apartments	1460	22	19,404.00	17,078.81			
	Lawn Equipment	1475	1	590.00	590.00			
	A & E	1430	1	1,800.00	1,023.40	1,023.40		
	Sidewalk Repair	1460	1	0.00	2,325.19	2,325.19	2,325.19	
MO-058-009	Operations	1406	1	2,340.00	2,340.00			
	Security Salaries	1408	1	1,100.00	1,100.00	404.91	404.91	
	Administration	1410	1	3,998.00	3,998.00			
	Contingency	1502	1	1,872.00	1,872.00			
	Miniblinds Vacated Apartments	1460	22	1,000.00	1,000.00			
	Reflooring Vacated Apartments	1460	22	2,300.00	2,300.00			
	Lawn Equipment	1475	1	535.00	535.00			
	A & E	1430	1	1,700.00	928.20	928.20		
MO-058-011C	Sidewalk Repair	1460	1	0.00	650.00	650.00	650.00	
	Operations	1406	1	2,520.00	2,520.00			
	Security Salaries	1408	1	1,100.00	1,100.00	380.05	380.05	
	Administration	1410	1	4,306.00	4,306.00			
	Contingency	1502	1	2,016.00	2,016.00			
	Miniblinds Vacated Apartments	1460	22	1,000.00	350.00			
	Reflooring Vacated Apartments	1460	22	2,300.00	2,300.00	2,278.07	2,278.07	
	Lawn Equipment	1475	1	580.00	580.00			
	A & E	1430	1	1,000.00	999.60	999.60		

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

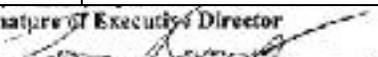
U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of Springfield, Missouri TIN# 43-0909995		Grant Type and Number Capital Fund Program Grant No:MO16S05850109 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2009 FFY of Grant Approval:
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:#3 12/31/09) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	26,906.00	5,686.83	5,686.83	4,349.96
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	71,362.17	71,362.17	60,362.17
8	1440 Site Acquisition				
9	1450 Site Improvement	1,362,000.00	1,292,808.00	1,292,808.00	1,086,714.98
10	1460 Dwelling Structures	-0-	49,049.00	49,049.00	49,049.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of Springfield, Missouri		Grant Type and Number Capital Fund Program Grant No: MO16S05850109 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant:2009 FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:#3 12/31/09) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,418,906.00	1,418,906.00	1,418,906.00	1,200,476.11
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	50,500.00	50,500.00		
Signature of Executive Director		Date		Signature of Public Housing Director	
		1/11/2010			

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² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield, Missouri			Grant Type and Number Capital Fund Program Grant No: MO16PO5850109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant:2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 4	Replacement Stove & Refrigerators	1465	80	-0-	49,049.00	49,049.00	49,049.00	
MO-058-004	Roof, Guttering and Soffit replacement	1460	21	385,000.00	219,332.00	219,332.00	209,945.06	
	Attic Insulation	1460	21	-0-	17,600.00	17,600.00		
	Replacement of Kitchen Cabinets	1460	21	-0-	184,921.0	184,921.0	162,539.65	
	Architect / Engineer	1430	1	7,712.09	24,444.44	24,444.44	20,414.60	
	Administrative Fee	1410	1	6,916.71	2,433.43	2,433.43	1,265.00	
AMP 5								
MO-058-005	Roof, Guttering and Soffit replacement	1460	12	161,000.00	90,125.31	90,125.31		
	Attic Insulation	1460	12	-0-	7,631.98	7,631.98		
	Architect / Engineer	1430	1	3,086.42	4m835.39	4,835.39	4,136.10	
	Administrative Fee	1410	1	2,768.11	385.23	385.23	385.23	
MO-058-006	Roof, Guttering and Soffit replacement	1460	13	353,000.00	220,853.00	220,853.00	209,945.06	
	Attic Insulation	1460	16	-0-	17,400.00	17,400.00		
	Replacement of Kitchen Cabinets	1460	16	-0-	152,272.00	152,272.00	64,121.13	
	Architect / Engineer	1430	1	7,712.09	24,082.27	24,082.27	20,414.60	
	Administrative Fee	1410	1	6,916.71	1,433.44	1,433.44	1,265.00	

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: : Housing Authority of Springfield, Missouri			Grant Type and Number Capital Fund Program Grant No: MO16PO5850109 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 6								
MO-058-008	Roof, Guttering and Soffit replacement	1460	6	165,000.00	92,912.69	92,912.69	86,663.04	
	Attic Insulation	1460	6	-0-	7,868.02	7,868.02		
	Architect / Engineer	1430	1	3,181.34	4,984.10	4,984.10	4,263.29	
	Administrative Fee	1410	1	2,853.24	397.22	397.22	397.22	
MO-058-009	Roof, Guttering and Soffit replacement	1460	5	83,000.00	97,875.27	97,875.27	97,875.27	
	Architect / Engineer	1430	1	2,892.96	4,532.31	4,532.31	3,876.84	
	Administrative Fee	1410	1	2,594.60	376.32	376.32	376.32	
MO-058-0011C	Roof, Guttering and Soffit replacement	1460	9	93,000.00	105,414.54	105,414.54	105,414.54	
	Architect / Engineer	1430	1	3,086.42	4,857.11	4,857.11	4,857.11	
	Administrative Fee	1410	1	2,768.11	370.42	370.42	370.42	
AMP 7								
MO-058-0011B	Roof, Guttering and Soffit replacement	1460	6	122,000.00	78,602.19	78,602.19	66,167.02	
	Architect / Engineer	1430	1	2,328.68	3,626.55	3,626.55	3,120.64	
	Administrative Fee	1410	1	2,088.52	290.77	290.77	290.77	

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² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		
PHA Name: Housing Authority of Springfield Missouri 421 W. Madison Springfield, MO. 65806	Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 Replacement Housing Factor Grant No: Date of CFFP:	TIN 43-0909995 Proposed 2010 FFY of Grant: 2010 FFY of Grant Approval:

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 ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	60,000.00			
3	1408 Management Improvements	27,200.00			
4	1410 Administration (may not exceed 10% of line 21)	102,522.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	19,250.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00			
10	1460 Dwelling Structures	857,200.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

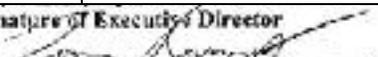
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Expires 4/30/2011

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant <input 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 ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	48,000.00			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,124,172.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		1/11/2010			
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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U.S. Department of Housing and Urban Development
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Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield Missouri 421 W. Madison Springfield, MO. 65806 TIN 43-0909995			Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 1								
MO-058-011A	Operations	1406	1	11,160.00				
	Security Salaries	1408	1	5,100.00				
	Administration	1410	1	19,069.00				
	Contingency	1502	1	8,928.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	11,160.00				
	Window Replacement	1460	142	204,000.00				
	Common Area Ceiling Tile Replacement	1460	9	78,125.00				
	A & E	1430	1	3,580.50				
AMP 2								
MO-058-002	Operations	1406	1	7,680.00				
	Security Salaries	1408	1	3,500.00				
	Administration	1410	1	13,123.00				
	Contingency	1502	1	6,144.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	7,680.00				
	Common Area Ceiling Tile	1460	9	53,880.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
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Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield, Missouri 421 W. Madison Springfield, MO. 65806 TIN: 43-0909995			Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 2								
MO-058-002	Replace Apartment Door Locks	1460	98	10,000.00				
	A & E	1430	1	2,464.00				
AMP 3								
MO-058-003	Operations	1406	1	10,080.00				
	Security Salaries	1408	1	4,600.00				
	Administration	1410	1	17,224.00				
	Contingency	1502	1	8,064.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	10,080.00				
	Common Area Ceiling Tile Replacement	1460	11	71,420.00				
	A & E	1430	1	3,234.00				
AMP 4								
MO-058-004	Operations	1406	1	6,300.00				
	Security Salaries	1408	1	2,800.00				
	Administration	1410	1	10,765.00				
	Contingency	1502	1	5,040.00				

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield, Missouri 421 W. Madison Springfield, MO. 65806 TIN: 43-0909995			Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 4								
MO-058-004	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	6,300.00				
	Replace Water Service Mains	1460	80	49,700.00				
	A & E	1430	1	2,021.25				
AMP 5								
MO-058-005	Operations	1406	1	2,520.00				
	Security Salaries	1408	1	1,100.00				
	Administration	1410	1	4,306.00				
	Contingency	1502	1	2,016.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	2,520.00				
	Replace Stair Treads	1460	15	7,500.00				
	Replace Water Service Mains	1460	32	80,000.00				
	A & E	1430	1	808.50				
MO-058-006	Operations	1406	1	6,300.00				
	Security Salaries	1408	1	2,900.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield, Missouri 421 W. Madison Springfield, MO. 65806 TIN: 43-0909995			Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 5								
MO-058-006	Administration	1410	1	10,765.00				
	Contingency	1502	1	5,040.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	6,300.00				
	Replace Water Service Mains	1460	80	129,000.00				
	A & E	1430	1	2,021.25				
AMP 6								
MO-058-008	Operations	1406	1	2,580.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	2,580.00				
	Security Salaries	1408	1	1,200.00				
	Administration	1410	1	4,408.00				
	Contingency	1502	1	2,064.00				
	Drainage Ditch	1450	1	10,000.00				
	A & E	1430	1	827.75				
MO-058-009	Operations	1406	1	2,340.00				
	Security Salaries	1408	1	1,100.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield, Missouri 421 W. Madison Springfield, MO. 65806 TIN: 43-0909995			Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 6								
MO-058-009	Administration	1410	1	3,998.00				
	Contingency	1502	1	1,872.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	2,340.00				
	A & E	1430	1	750.75				
MO-058-011C	Operations	1406	1	2,520.00				
	Security Salaries	1408	1	1,100.00				
	Administration	1410	1	4,306.00				
	Contingency	1502	1	2,016.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	2,520.00				
	Window Replacement	1460	32	46,000.00				
	A & E	1430	1	808.50				
AMP 7								
MO-058-007	Operations	1406	1	6,600.00				
	Security Salaries	1408	1	3,000.00				
	Administration	1410	1	11,278.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages								
PHA Name: Housing Authority of Springfield, Missouri 421 W. Madison Springfield, MO. 65806 TIN: 43-0909995			Grant Type and Number Capital Fund Program Grant No: MO16PO5850110 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2010		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
AMP 7	A & E	1430	1	2,117.50				
MO-058-007	Contingency	1502	1	5,280.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	6,600.00				
	Replace Door Locks	1460	98	10,000.00				
	Replace Ceiling Tile Common Areas	1460	8	46,575.00				
MO-058-011B	Security Salaries	1408	1	800.00				
	Administration	1410	1	3,280.00				
	Contingency	1502	1	1,536.00				
	Miniblinds Vacated Apartments	1460	22	1,000.00				
	Reflooring Vacated Apartments	1460	22	1,920.00				
	Operations	1406	1	1,920.00				
	A & E	1430	1	616.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Capital Fund Program—Five-Year Action Plan

Part I: Summary						
PHA Name/Number The Housing Authority of Springfield, Missouri		Locality (City/County & State) 421 W. Madison Springfield, MO. 65806			xOriginal 5-Year Plan <input checked="" type="checkbox"/> Revision No: <input type="checkbox"/>	
A.	Development Number and Name	Work Statement for Year 1 FFY ____2010____	Work Statement for Year 2 FFY ____2011____	Work Statement for Year 3 FFY ____2012____	Work Statement for Year 4 FFY ____2013____	Work Statement for Year 5 FFY ____2014____
B.	Physical Improvements Subtotal	Annual Statement	1,927,000.00	1,511,100.00	1,208,200.00	1,706,212.00
C.	Management Improvements		393,400.00	302,220.00	241,640.00	349,242.40
D.	PHA-Wide Non-dwelling Structures and Equipment		40,000.00	0.00	0.00	40,000.00
E.	Administration		196,700.00	151,110.00	120,820.00	174,621.20
F.	Other					
G.	Operations		393,400.00	302,220.00	241,640.00	349,242.40
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		2,950,500.00	2,266,650.00	1,812,300.00	2,619,318.00
L.	Total Non-CFP Funds					
M.	Grand Total		2,950,500.00	2,266,650.00	1,812,300.00	2,619,318.00

Capital Fund Program—Five-Year Action Plan

Part I: Summary (Continuation)						
PHA Name/Number The Housing Authority of Springfield, Missouri		Locality (City/county & State) 421 W. Madison Springfield, MO. 65806			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY _2010__	Work Statement for Year 2 FFY _____2011_____	Work Statement for Year 3 FFY _____2012_____	Work Statement for Year 4 FFY _____2013_____	Work Statement for Year 5 FFY _____2014_____
	AMP 1	Annual Statement	129,616.20	41,380.00	102,180.00	54,816.20
	MO-058-011A					
	AMP 2					
	MO-058-002		271,376.20	95,640.00	49,640.00	88,276.20
	AMP 3					
	MO-058-003		61,776.20	267,040.00	67,840.00	481,476.20
	AMP 4					
	MO-058-004		378,286.20	130,650.00	282,650.00	59,286.20
	AMP 5					
	MO-058-005,006		465,182.40	442,110.00	282,110.00	392,382.40
	AMP 6					
	MO-058-008,009,011C		32,430.40	338,820.00	301,320.00	599,242.40
	AMP 7					
	MO-058-007,011B		628,332.40	195,460.00	122,460.00	70,732.40
	Total		1,967,000.00	1,511,100.00	1,208,200.00	1,746,212.00

Capital Fund Program—Five-Year Action Plan

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY ____2010____	Work Statement for Year ____2____ FFY ____2011____			Work Statement for Year: ____3____ FFY ____2012____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 1			AMP 1		
Annual Statement	MO-058-011A	22 Miniblinds	1,000.00	MO-058-011A	142 New Mailboxes	15,000.00
		22 Reflooring	24,180.00		2 Elev. Cameras	1,200.00
		Repair Sidewalks	800.00		22 Miniblinds	1,000.00
		142 New Toilets	60,000.00		22 Reflooring	24,180.00
		Grounds Equipment	1,818.10	AMP 2		
		Office Furniture	1,818.10	MO-058-002	98 GFI Bathrooms	4,000.00
		New Lighting	40,000.00		98 Kitchen Fixtures	3,000.00
	AMP 2				1 Com Kit. Renov.	4,000.00
	MO-058-002	Replace Lighting	33,300.00		22 Miniblinds	1,000.00
		2 Elevator Cameras	1,200.00		22 Reflooring	16,640.00
		98 Bathroom Renv.	215,600.00		Water Heaters	32,000.00
		22 Miniblinds	1,000.00		98 New Stoves	35,000.00
		22 Reflooring	16,640.00	AMP 3		
		Grounds Equipment	1,818.10	MO-058-003	130 Bathroom GFI	5,200.00
		Office Furn. & Equip.	1,818.10		130 Bath Renov.	65,000.00
	AMP 3				130 New Stoves	43,000.00
	MO-058-003	Replace Lighting	33,300.00		22 Miniblinds	1,000.00
		2 Elevator Cameras	1,200.00		22 Reflooring	21,840.00
		22 Reflooring	21,840.00		130 New Toilets	50,000.00
		Subtotal of Estimated Cost	\$457,332.40		Subtotal of Estimated Cost	\$323,060.00

Capital Fund Program—Five-Year Action Plan

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>2</u> FFY <u>2011</u>			Work Statement for Year: <u>3</u> FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	MO-058-003	22 Miniblinds	1,000.00	MO-058-003	130 Closet Doors	26,000.00
		Side Walk Repair	800.00		Apt. Light Fixtures	12,000.00
		Grounds Equipment	1,818.10		Water Heaters	43,000.00
		Office Furniture	1,818.10	AMP 4		
	AMP 4			MO-058-004	80 Wall Hydrants	12,000.00
	MO-058-004	80 New Siding	200,000.00		22 Miniblinds	1,000.00
		22 Miniblinds	1,000.00		22 Reflooring	13,650.00
		22 Reflooring	13,650.00		New Lighting	12,000.00
		Repair Sidewalks	800.00		80 Water Stops	24,000.00
		Grounds Equipment	1,818.10		260 Interior Doors	55,000.00
		80 Range Hoods	3,200.00		80 New Mailboxes	13,000.00
		80 Exterior Doors	60,000.00	AMP 5		
		80 Porches	96,000.00	MO-058-005	160 Interior Doors	30,000.00
		Office Furniture	1,818.10		64 Storm Doors	40,000.00
	AMP 5				32 Wall Insulation	224,000.00
	MO-058-005	32 Apt. Siding	100,000.00		Landscaping	25,000.00
		64 Exterior Doors	30,000.00		32 Wall Hydrants	6,000.00
		Repair Sidewalks	5,000.00		32 Breaker Boxes	32,000.00
		22 Reflooring	5,460.00		22 Reflooring	5,460.00
		22 Miniblinds	1,000.00		22 Miniblinds	1,000.00
		Subtotal of Estimated Cost	\$525,182.40		Subtotal of Estimated Cost	\$575,110.00

Capital Fund Program—Five-Year Action Plan

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>2</u> FFY <u>2011</u>			Work Statement for Year: <u>3</u> FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	MO-058-005	Grounds Equipment	1,818.10	MO-058-005	New Lighting	7,000.00
Annual		Office Furn/Equip.	1,818.10	MO-058-006	80 New Mailboxes	10,000.00
Statement	MO-058-006	80 New Siding	200,000.00		22 Miniblinds	1,000.00
		22 Miniblinds	1,000.00		22 Reflooring	13,650.00
		22 Reflooring	13,650.00		4 Dumpster Pads	8,000.00
		60 New Porches	40,000.00		New Lighting	14,000.00
		Repair Sidewalks	800.00		80 Tub Surrounds	25,000.00
		Outside Lighting	11,000.00	AMP 6		
		160 Exterior Doors	50,000.00	MO-058-008	33 Wall Hydrants	5,000.00
		Grounds Equipment	1,818.10		22 Miniblinds	1,000.00
		Office Furn/Equip.	1,818.10		22 Reflooring	5,590.00
	AMP 6				33 Wall Insulation	53,000.00
	MO-058-008	Repair Sidewalks	800.00		New Lighting	4,300.00
		22 Reflooring	5,590.00		1 Drainage Ditch	10,000.00
		22 Miniblinds	1,000.00		33 T.V. Drop Lines	10,000.00
		Grounds Equipment	1,818.10	MO-058-009	22 Miniblinds	1,000.00
		Office Furn/Equipment	1,818.10		22 Reflooring	5,070.00
	MO-058-009	Repair Sidewalks	800.00		32 New Mailboxes	3,000.00
		22 Reflooring	5,070.00		32 Wall Insulation	25,000.00
		22 Miniblinds	1,000.00		32 Wall Hydrants	10,000.00
		Subtotal of Estimated Cost	\$341,618.60		Subtotal of Estimated Cost	\$211,610.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____ 2010 _____	Work Statement for Year _____ 2 _____ FFY _____ 2011 _____			Work Statement for Year: _____ 3 _____ FFY _____ 2012 _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	MO-058-009	Grounds Equipment	1,818.10	MO-058-009	32 Fence Replacement	5,000.00
Annual		Office Furniture	1,818.10		32 Kitchen Cabinets	60,000.00
Statement	MO-058-011C	22 Miniblinds	1,000.00		32 Bathroom Cabinets	30,000.00
		22 Reflooring	5,460.00	MO-058-011C	22 Miniblinds	1,000.00
		Repair Sidewalks	800.00		22 Reflooring	5,460.00
		Grounds Equipment	1,819.00		32 Mailboxes	3,000.00
		Office Furn/Equip	1,819.00		32 Wall Insulation	76,000.00
	AMP 7				32 Outside Faucets	10,000.00
	MO-058-007	Renovate Bathrooms	184,800.00		32 Entry Doors	14,000.00
		22 Miniblinds	1,000.00		32 Range Hoods	1,400.00
		22 Reflooring	14,300.00	AMP 7		
		Repair Sidewalks	800.00	MO-058-007	84 Range Lights	9,000.00
		New Lighting	40,000.00		168 Closet Doors	20,000.00
		Grounds Equipment	1,818.10		22 Miniblinds	1,000.00
		Office Furniture	1,818.10		22 Reflooring	14,300.00
		Exterior Panels	250,000.00		84 Bathroom GFI	4,000.00
	MO-058-011B	22 Blinds/Reflooring	5,160.00	MO-058-011B	48 Storm Doors	15,000.00
		Office Furn/Equipment	1,818.10		22 Miniblinds	1,000.00
		24 Apt. Siding	125,000.00		22 Reflooring	4,160.00
		Grounds Equipment	1,818.10		1 Parking Lot Add	20,000.00
		Subtotal of Estimated Cost	\$642,866.60		Subtotal of Estimated Cost	\$294,320.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____ 2010 _____	Work Statement for Year _____ 4 _____ FFY _____ 2013 _____			Work Statement for Year: _____ 5 _____ FFY _____ 2014 _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 1			AMP 1		
Annual Statement	MO-058-011A	1 Re-Asphalt Lot	25,000.00	MO-058-011A	Landscaping	6,000.00
		1 st Floor Reflooring	50,000.00		1 Security Fence	10,000.00
		9 New Floor Drains	2,000.00		22 Miniblinds	1,000.00
		22 Miniblinds	1,000.00		22 Reflooring	24,180.00
		22 Reflooring	24,180.00		142 Mailboxes	10,000.00
	AMP 2				Grounds Equipment	1,818.10
	MO-058-002	98 New Mailboxes	15,000.00		Office Furn/Equip	1,818.10
		9 New Floor Drains	2,000.00	AMP 2		
		22 Miniblinds	1,000.00	MO-058-002	196 Closet Doors	12,000.00
		22 Reflooring	16,640.00		1 Entry Canopy	5,000.00
		1 st Floor Reflooring	15,000.00		Ice Thawing System	40,000.00
	AMP 3				Landscaping	10,000.00
	MO-058-003	130 New Mailboxes	13,000.00		22 Miniblinds	1,000.00
		1 Re-Asphalt Lot	25,000.00		22 Reflooring	16,640.00
		11 New Floor Drains	2,000.00		Grounds Equipment	1,818.10
		22 Miniblinds	1,000.00		Office Furn/Equipment	1,818.10
		22 Reflooring	21,840.00	AMP 3		
		1 Entry Air Curtain	5,000.00	MO-058-003	Site Acquisition	150,000.00
		Subtotal of Estimated Cost	\$219,660.00		Subtotal of Estimated Cost	\$293,092.40

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____ 2010 _____	Work Statement for Year _____ 4 _____ FFY _____ 2013 _____			Work Statement for Year: _____ 5 _____ FFY _____ 2014 _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	AMP 4			MO-058-003	Site Improvement	250,000.00
Annual	MO-058-004	1 Re-Asphalt Lot	50,000.00		130 Partition Walls	30,000.00
Statement		22 Miniblinds	1,000.00		1 st Floor Reflooring	15,000.00
		22 Reflooring	13,650.00		Landscaping	10,000.00
		80 Wall Insulation	218,000.00		22 Miniblinds	1,000.00
	AMP 5				22 Reflooring	21,840.00
	MO-058-005	6 Sidewalk Railing	10,000.00		Grounds Equipment	1,818.10
		3 Dumpster Pads	6,000.00		Office Furn/Equipment	1,818.10
		22 Miniblinds	1,000.00	AMP 4		
		22 Reflooring	5,460.00	MO-058-004	80 New Mailboxes	10,000.00
	MO-058-006	2 Re-Asphalt Lots	40,000.00		Landscaping	10,000.00
		80 Wall Insulation	180,000.00		4 Dumpster Pads	21,000.00
		22 Miniblinds	1,000.00		22 Miniblinds	1,000.00
		40 Patio Fences	10,000.00		22 Reflooring	13,650.00
		Retaining Wall “K”	10,000.00		Grounds Equipment	1,818.10
		1 Drainage Ditch	5,000.00		Office Furn/Equipment	1,818.10
		22 Reflooring	13,650.00	AMP 5		
	AMP 6			MO-058-005	2 Security Fences	90,000.00
	MO-058-008	33 New Mailboxes	7,000.00		5 Concrete Lots	100,000.00
		2 Dumpster Pads	10,000.00			
		Subtotal of Estimated Cost	\$581,760.00		Subtotal of Estimated Cost	\$580,762.40

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>4</u> FFY <u>2013</u>			Work Statement for Year: <u>5</u> FFY <u>2014</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	MO-058-008	22 Miniblinds	1,000.00	MO-058-005	22 Miniblinds	1,000.00
Annual		22 Reflooring	5,590.00		22 Reflooring	5,460.00
Statement		33 Porches	40,000.00		Grounds Equipment	1,818.10
	MO-058-009	22 Miniblinds	1,000.00		Office Furn/Equipment	1,818.10
		22 Reflooring	5,070.00	MO-058-006	4 Security Fences	140,000.00
		New Lighting	3,200.00		Landscaping	30,000.00
		32 New Toilets	12,000.00		22 Miniblinds	1,000.00
		32 New Tubs	42,000.00		22 Reflooring	13,650.00
	MO-058-011C	22 Miniblinds	1,000.00		4 Security Cameras	4,000.00
		22 Reflooring	5,460.00		Grounds Equipment	1,818.10
		New Lighting	4,000.00		Office Furn/Equipment	1,818.10
		32 New Toilets	13,000.00	AMP 6		
		16 Carport Ceilings	31,000.00	MO-058-008	Landscaping	10,000.00
		32 Apt. Windows	120,000.00		2 Concrete Lots	100,000.00
	AMP 7				4 Security Fences	78,000.00
	MO-058-007	84 New Mailboxes	10,000.00		22 Miniblinds	1,000.00
		22 Miniblinds	1,000.00		22 Reflooring	5,590.00
		22 Reflooring	14,300.00		33 Apt. Siding	100,000.00
		84 New Toilets	32,000.00		33 New Vanities	20,000.00
		Subtotal of Estimated Cost	\$341,620.00		Subtotal of Estimated Cost	\$516,972.40

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY ____2010____	Work Statement for Year ____4____ FFY ____2013____			Work Statement for Year: ____5____ FFY ____2014____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	MO-058-011B	4 Security Fences	60,000.00	MO-058-008	Grounds Equipment	1,818.10
Annual		22 Miniblinds	1,000.00		Office Furn/Equipment	1,818.10
Statement		22 Reflooring	4,160.00	MO-058-009	22 Miniblinds	1,000.00
					22 Reflooring	5,070.00
					Grounds Equipment	1,818.10
					Office Furn/Equipment	1,818.10
					32 New Stoves	9,312.00
					32 Refrigerators	13,500.00
					32 Carport Ceilings	31,000.00
					64 Entry Doors	5,400.00
				MO-058-011C	32 Renovate Bathrooms	64,000.00
					22 Miniblinds	1,000.00
					22 Reflooring	5,460.00
					Grounds Equipment	1,819.00
					Office Furn/Equipment	1,819.00
					32 Kit/Bath Cabinets	96,000.00
					32 New Tubs	42,000.00
				AMP 7		
				MO-058-007	Landscaping	4,000.00
					8 Floor Drains	2,000.00
		Subtotal of Estimated Cost	\$65,160.00		Subtotal of Estimated Cost	\$290,652.40

