

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Maryville Housing Authority PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/01/2010 PHA Code: MO072				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 128 Number of HCV units: 88				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH
	PHA 2:				HCV
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Expand the supply of assisted housing by reducing public housing vacancies; improve the quality of assisted housing by maintaining high scores in both PHAS and SEMAP and by increasing customer satisfaction; Increase assisted housing choices by reaching out to potential voucher landlords; Improve living environment to deconcentrate poverty and promote income mixing; Promote self-sufficiency and asset development of families and individuals by providing or attracting supportive services to improve assistance recipients employability and increase independence for the elderly or families with disabilities and also increase the number and percentage of employed persons in assisted families; Ensure equal opportunity in housing for all Americans by undertaking affirmative measures to ensure access to assisted housing regardless of race color, religion national origin, sex, family status and disability: by undertaking affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, family status, and disability: by undertaking affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The only item that has been revised was the amendment to the procurement policy which also included the provisions associated with the American Recovery And Reinvestment Act of 2009. (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. PHA's Main Administrative Office				
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. This item is not required because we are a qualified Housing Authority (550 or fewer units).				
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. This item is not required because we are a qualified Housing Authority (550 or fewer units).				

8.3 Capital Fund Financing Program (CFFP).
 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.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	88		60
Extremely low income <=30% AMI	73	83%	
Very low income (>30% but <=50% AMI)	14	16%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	48	55%	
Elderly families	2	2%	
Families with Disabilities	1	1%	
Black	8	9%	
White	80	91%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	40	46%	37
2 BR	28	32%	15
3 BR	16	18%	7
4 BR	4	4%	1
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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. The Housing Authority will maximize the number of affordable units available by maintaining our low turnover time and low time that it takes to renovate public housing units; The Housing Authority will maintain the section 8 lease-up rate by establishing payment standards that will enable families to rent throughout the jurisdiction; The Housing Authority will maintain section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance to the program; The Housing Authority will target available assistance to families at or below 30 % of AMI by exceeding HUD federal targeting requirements for families at or below 30% of AMI in both public housing and tenant-based section 8 assistance; Affirmatively market to local non-profit agencies that assist elderly, families with disabilities and increase awareness of PHA resources among families of races and ethnicities with disproportionate needs. Strategies that were selected were influenced by funding constraints, limited availability of sites for assisted housing and to what extent on how housing needs are met by other organizations in the community.**

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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. For the past 5 years the Maryville Housing Authority has worked hard to achieve the goals and objectives that were outlined in the five year plan. The Housing Authority has keep it’s occupancy percentage at around 97% occupied for public housing and 99% for the HVC program. We have kept our PHAS score above 96% and our SEMAP score at 100%. We have used capital fund money to help modernize our units to keep them a decent, safe, and sanitary place to live for the lower income. We have undertaken measures to make sure that those who are in or accessing assisted housing are treated the same regardless of race, color, religion national origin, sex, familial status, and disability. Future goals will be harder to achieve do to the cuts in funding and downsizing of the workforce. We will continue to keep striving toward our goals.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” Substantial Deviation: A federal statutory or regulatory change is made effective and, in the opinion of the Maryville Housing Authority, has either substantial programmatic or financial effects on the programs administered by the Maryville Housing Authority, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan year.</p> <p>Any other event that the Maryville Housing Authority’s Board determines to be a significant amendment or modification of the approved annual of Five Year Plan.</p> <p>Significant Amendment or Modification to the Annual Plan: A federal statutory or regulatory change is made effective and, in the opinion of the Maryville Housing Authority, has either substantial programmatic or financial effects on the programs administered by the Maryville Housing Authority, or creates substantial obligations or administrative burdens beyond the programs under administration at the stat of the Plan year.</p> <p>Any other event that the Maryville Housing Authority’s Board determines to be a significant amendment or modification of the approved annual plan.</p>
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11.0	<p>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.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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Resident Advisory Board

Minutes From Meeting

March 8, 2010

Present:

Danny Manning
Esther Moyer
Beth Sandau
Janice Wilson
Phyllis Wiley
Tony Ruckman
Corey McVinua
Mike Casteel

The Resident Advisory Board met on March 8, 2010 to discuss and review the Maryville Housing Authorities 2010 Annual Agency Plan and 2010-2014 Five Year Plan. Corey went over the plan with the board and explained all areas of the plan. Corey stated that the only changes in policies and procedures for the coming year that would affect the tenants would be the change in utility allowances that is required by HUD every year. Proper notification will be given to all tenants on the changes to the allowance that is given to each tenant. And also Notice PIH 2010-3 Verification of Social Security numbers, Social Security and Supplemental Security Income Benefits. Corey explained the procedures that the Housing Authority are required to use to verify these items. Corey also explained the EIV system to them as well.

The board went over the surveys that were returned by the tenants. These were items that they would like to see done around the complex or done to their units. Corey handed out a list of the items to all members and went over how practical each item would be. Corey stated that a lot of the items were more a luxury than a necessity. Corey explained that the Housing Authority receives around \$175,000 each year from HUD to do Capital Improvements to the complex, each year the Housing Authority has to do a 5 year plan on what they are going to do with this money. They mostly look at what items need to be replaced because of age and how to improve energy conservation. With a lot of the items that were listed they are really a luxury and the Housing Authority has to see if they are really practical and what the long term expense would be if done. Most of the items that the Housing Authority has done in the past have been to replace items that are beyond their life expectancy or items that have to be done because they did not pass on their HUD inspection.

Items Requested With CFP Money

garbage disposals-1 (Have them on scattered sites, would be very hard to install at Davison Square, have to find power source and don't know if drains could handle it, will look at when kitchen cabinets are replaced)

digital thermostat-3(this would be considered a luxury, but will allow tenants to purchase their own and our maintenance staff will install, will look out when units are replaced)

high rise stools-2(We will install high rise stools and grab bars for those in need of them)

water heaters-1(This item will be replaced on an as needed basis or when the item is depreciated)

carpeting in south end-1(this is a luxury and costly on the family side, do allow tenant to put in there own)

ceiling fans-1(this is a luxury and would be very questionable on the family side, will allow tenants to purchase there own and staff will install)

new flooring in kitchen and bath-2(very costly, it will be in the five year plan, floors are near there depreciation)

new stove-2(this item is on a depreciation time line before it can be replaced)

rangehoods-5(this is a luxury, but is one item that might be done in the next five years, depends on how much money we receive from HUD, Have to find a power supply, might do when cabinets are replaced)

lighting over stove-1(this is a luxury, but tenant can purchase a light and staff will install it, if range hoods are installed they will have a light in them)

dish washer-2(this is 100% a luxury, would have to find a power source for the dishwasher and redo cabinet layout and plumbing, very costly to install and maintain)

covered parking-1(this is 100% a luxury, would be very costly)

tub/showers-2(determined that the tub shower units in our scattered sites are a better product then what is on the market today, the two handicap units on our scattered sites are tile and will be replaced in our 5 year plan)

doorbells-2(still looking into doing these in our 5 year plan)

landscaping-2(will finish up mulching the units that were not done last year when money comes available, also we will address drainage problems)

cabinets-2(this item is in our 5 year plan)

roofs-1(there are 8 roofs that the housing authority is having trouble with leaking and are going to address them this year with capital funds)

Other items that Corey brought before the RAB included policy changes and Corey stated that he did not see any changes at this time. If major changes occurred that affected the tenants he would ask for another meeting to be held. Corey stated that most of the changes were to do to notices from HUD.

Maryville Housing Authority Violence Against Women Act

Violence Against Women Act Policy

1.0 Purpose

The purpose of this Policy is to reduce domestic violence, dating violence, and stalking and to prevent homelessness by:

- a) protecting the safety of victims;
- b) creating long-term housing solutions for victims;
- c) building collaborations among victim service providers; and
- d) assisting Housing Authority to respond appropriately to the violence while maintaining a safe environment for Housing Authority, employees, tenants, applicants, Section 8 participants, program participants and others.

The Policy will assist the Maryville Public Housing Authority (MHA) in providing rights under the Violence Against Women Act to its applicants, public housing residents, Section 8 participants and other program participants.

2.0 Mission Statement

MHA's policy is to comply with the 2005 VAWA Pub. L. 109-162; Stat.2960 signed into law on January 5, 2006 and codified at 42 U.S.C. § 1437d (l) and 1437f (d), (o) & l and (u).

MHA shall not discriminate against an applicant, public housing resident, Section 8 program participant or other program participant on the basis of the rights or privileges provided under the VAWA.

This Policy is incorporated into MHA's "Statement Of Policies Governing Admission to Continuing Occupancy of Low Rent Housing" and "Section 8 Program "Administrative Plan" and applies to all MHA housing programs including the Family Self Sufficiency Program and Housing Counseling Programs.

3.0 Definitions

The definitions in this Section apply only to this Policy.

3.1 Confidentiality: Means that MHA will not enter information provided to MHA under 4.2 and 4.3 into a shared database or provide this information to any related entity except as stated in 4.4.

3.2 Dating Violence: Violence committed by a person

- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) the length of the relationship;
 - (ii) the type of relationship;
 - (iii) the frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 1437d (u) (3) (A).

3.3 Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, committed by a person with whom the victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the victim as a spouse, committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri, or committed by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Missouri 42 U.S.C. § 1437d (u) (3) (B).

3.4 Homeless, Homeless Individual, and Homeless Person: A person who lacks a fixed, regular and adequate nighttime residence. Also includes:

- a) a person who is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- b) a person living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
- c) a person living in emergency or transitional shelter;
- d) a person abandoned in a hospital;
- e) a person awaiting foster care placement; or
- f) a person who has a primary nighttime resident that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. VAWA of 2005 § 41403.

3.5 Involuntary Displacement: Occurs when a victim has vacated or will have to vacate their housing unit because of domestic violence, dating domestic violence or stalking against the victim.

3.6 Immediate Family Member: A spouse, parent, brother or sister, or child of a victim or an individual to whom the victim stands in loco parentis; or any other person living in the household of the victim and related to the victim by blood and marriage. 42 U.S.C. § 1437d (u) (3) (D)

3.7 Long-term Housing: Is housing that is sustainable, accessible, affordable and safe for the foreseeable future which:

- a) the person rents or owns;
- b) is subsidized by a voucher or other program as long as the person meets the eligibility requirements of the program;
- c) directly provided by MHA, is not time limited and the person meets the eligibility requirements of the program.

3.8 Perpetrator: A person who commits an act of domestic violence, dating domestic violence or stalking against a victim.

3.9 Stalking:

- (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the victim;
- (b) to place under surveillance with the intent to kill, injure, harass or intimidate the victim;
- (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the victim in reasonable fear of the death of, or serious bodily injury to the victim; or
- (d) to cause substantial emotional harm to the victim, a member of the immediate family of the victim or the spouse or intimate partner of the victim. 42 U.S.C. § 1437d (u)(3)(C).

3.10 Victim: Is a person who is the victim of domestic violence, dating violence, or stalking under this Policy and who has timely and completely completed the certification under 4.2 and 4.3 or as requested by MHA.

4.0 Certification and Confidentiality

4.1 Failure to Provide Certification Under 4.2 and 4.3

The person shall provide complete and accurate certifications to MHA, owner or manager within 14 business days after the party requests in writing that the person completes the certifications. If the person does not provide a complete and accurate certification within the 14 business days, MHA, the owner or manager may take action to deny or terminate participation or tenancy under: 42 U. S. C. § 1437 l (5) & (6); 42 U. S. C. §1437 (d) (c) (3); 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) &(D); or 42 U. S. C. § 1437f (o)(20) or for other good cause.

4.2 HUD Approved Certification

For each incident that a person is claiming is abuse, the person shall certify to MHA, owner or manager their victim status by completing a HUD approved certification form. The person shall certify the date, time and description of the incidents, that the incidents are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including but not limited to the name and, if known, all alias names, date of birth, address, contact information such as postal, e-mail or internet address, telephone or facsimile number or other information.

4.3 Other Certification

A person who is claiming victim status shall provide to MHA, an owner or manager:

- a) documentation signed by the victim and an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of

the abuse, in which the professional attests under penalty of perjury (28 U.S.C. § 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse;

or

b) a federal, state, tribal, territorial, local police or court record.

4.4 Confidentiality

MHA, the owner and manager shall keep all information provided to MHA under this Section confidential.

MHA, owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

(a) the victim requests or consents to the disclosure in writing;

(b) the disclosure is required for:

(i) eviction from public housing under 42 U. S. C. § 1437 l (5) & (6) (See Section 5 in this Policy);

(ii) termination of Section 8 assistance under 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) &(D); or 42 U. S. C. § 1437f (o)(20) (See Section 5 in this Policy); or

(c) the disclosure is required by applicable law.

4.5 Compliance Not Sufficient to Constitute Evidence of Unreasonable Act

The MHA, owner or manager compliance with Sections 4.1, 4.2 and 4.3 shall alone not be sufficient to show evidence of an unreasonable act or omission by them.

5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

5.1 MHA shall not deny participation or admission to a program on the basis of a person's victim status, if the person otherwise qualifies for admission of assistance.

5.2 An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be a serious or repeated violation of the lease by victim and shall not be good cause for denying to a victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a tenant.

5.3 Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim of that domestic violence, dating violence or stalking.

5.4 Notwithstanding Sections 5.1, 5.2 and 5.3 MHA, an owner or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others without evicting, removing, terminating assistance to or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. 42 U.S.C. §1437d(1)(6)(B).

5.5 Nothing in Sections 5.1, 5.2 and 5.3 shall limit the authority of MHA, an owner or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members when the family breaks up.

5.6 Nothing in Sections 5.1, 5.2 and 5.3 limits MHA, an owner or manager's authority to evict or terminate assistance to any tenant for any violation of lease not premised on the act or acts of violence against the tenant or a member of the tenant's household. However MHA, owner or manager may not hold a victim to a more demanding standard.

5.7 Nothing in Sections 5.1, 5.2 and 5.3 limits MHA, an owner or manager's authority to evict or terminate assistance, or deny admission to a program if the MHA, owner or manager can show an actual and imminent threat to other tenants, neighbors, guests, their employees, persons providing service to the property or others if the tenant family is not evicted or terminated from assistance or denied admission.

5.8 Nothing in Sections 5.1, 5.2 or 5.3 limits MHA, an owner or manager's authority to deny admission, terminate assistance or evict a person who engages in criminal acts including but not limited to acts of physical violence or stalking against family members or others.

5.9 A Section 8 recipient who moves out of an assisted dwelling unit to protect their health or safety and who:

- a) is a victim under this Policy;
- b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and
- c) has complied with all other obligations of the Section 8 program may receive a voucher and move to another Section 8 jurisdiction.

5.10 A public housing tenant who wants a transfer to protect their health or safety and who:

- a) is victim under this Policy;
- b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and
- c) has complied with all other obligations of the public housing income program may transfer to another PHA unit, receive a Section 8 voucher and stay in jurisdiction or move to another Section 8 jurisdiction.

6.0 Actions Against a Perpetrator

MHA may evict, terminate assistance, deny admission to a program or trespass a perpetrator from its property under this Policy. The victim shall take action to control or prevent the domestic violence, dating violence, or stalking. The action may include but is not limited to:

- a) obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator;
- b) obtaining and enforcing a trespass against the perpetrator;
- c) enforcing MHA or law enforcement's trespass of the perpetrator;
- d) preventing the delivery of the perpetrator's mail to the victim's unit;
- e) providing identifying information listed in 4.2; and f) other reasonable measures.

7.0 Notice to Applicants, Participants, Tenants and Section 8 Managers and Owners.

MHA shall provide notice to applicants, participants, tenants, managers and owners of their rights and obligations under Section 4.4 Confidentiality and Section 5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

8.0 Reporting Requirements

MHA shall include in its 5 year plan a statement of goals, objectives, policies or programs that will serve the needs of victims. MHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to victims, to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

9.0 Conflict and Scope: This Policy does not enlarge MHA's duty under any law,

regulation or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another MHA policy such as its Statement of Policies or Section 8 Administration Plan, this Policy will control.

10.0 Amendment: The Executive Director may amend this policy when it is reasonably necessary to effectuate the Policy's intent, purpose or interpretation.

The proposed amendment along with the rationale for the amendment shall be submitted to the Executive Director for consideration. Where reasonably necessary, the Executive Director may approve the amendment. The amendment shall be effective and incorporated on the date that the Executive Director signs the