



- Submit at least one Hope VI application or Choice Neighborhood Grant application in response to the Notice of Funding Availability (NOFA). Redevelopment site(s) to be determined on the basis of the amount of the grant money available. 12/31/2010
- Submit funding applications for Low Income Housing Tax Credits, the Affordable Housing Program and other sources necessary to support HACM property redevelopment. 12/31/2010
- Submit mixed finance development applications to support the use of other financial resources including use of low income housing tax credits. 12/31/2010
- Assess the feasibility of a bond issue, including the possibility of Build America bonds or Qualified Energy Conservation bonds and pursue the bond issue if approved by the HACM board. 12/31/2010
- Continue to implement Asset Based Property Management. 12/31/2010
- Continue partnership with Friends of Housing Corporation to support the Housing Authority's development activities. 12/31/2010
- Continue to operate the VA/SRO facility. 12/31/2010
- Complete the lease up of the 2008 and 2009 Veterans Administration Supportive Housing (VASH) vouchers and apply for 2010 VASH vouchers. 12/31/2010
- Project base VASH vouchers to support the development of supportive rental housing for disabled veterans. 12/31/2010
- Continue to offer the "Make Your Money Talk" program. Enroll and graduate 25 families. 12/31/2010
- Continue the HACM educational scholarship program. Award 25 scholarships. 12/31/2010
- Implement a Westlawn redevelopment plan including the submittal of funding applications, waiver requests, demolition/disposition applications, etc. 12/31/2010
- Complete the demolition of the Becher Court tower. 6/1/2010
- Obligate and expend American Recovery and Reinvestment Act (ARRA) funds by the date required. 12/31/2010
- Determine if sufficient resources are available to offer project based Section 8 assistance through an RFP process to supportive housing projects. 12/31/2010
- Continue to provide staff support to the Supportive Housing Commission. 12/31/2010
- Continue to participate in the City's Continuum of Care. 12/31/2010
- Continue partnerships and MOU's with local community based organizations to provide tenant based Section 8 assistance, subject to availability, to eligible families referred by META House, the Milwaukee Community Service Corps, Independence First, St. Catherine's, the Pan African Community Association, and the Consortia to Re-Unite Families. 12/31/2010
- Continue the "Second Chance" program and place up to five families in hard to lease public housing units subject to availability. 12/31/2010
- Apply for grants from all eligible sources of funding to support HACM functions and property redevelopment. 12/31/2010
- Consider use of Capital fund and Operating fund reserves to leverage financing for redevelopment. 12/31/2010
- Comply with the requirements of the Regulatory and Operating Agreements for public and assisted housing units owned by the Highland Park Development LLC, the Cherry Court LLC, the Convent Hill LLC, the Carver Park I & II LLC's, the Scattered Sites I & II LLC's and Olga Village LLC. 12/31/2010
- Provide support for a 2010 event sponsored by the HACM Resident Advisory Board. 12/31/2010
- Maintain "High Performer" status under the Section 8 Management Assessment Program and re-gain "High Performer" status under the Public Housing Assessment System. 12/31/2010

- Submit applications as necessary for disposition and/or demolition of HACM property owned by the low income program. 12/31/2010
- Implement cost effective energy improvements, including replacement of eligible vehicles and/or recommendations in the energy audit. 12/31/2010
- Use Energy Star standards and green technology to the maximum extent feasible in HACM new construction and redevelopment. 12/31/2010
- Submit an application for Moving-to-Work or its successor program. 12/31/2010
- Secure a line of credit for the revitalization of public housing. 12/31/2010
- Complete the construction of the Olga Village development. 12/31/2010
- Submit waiver requests, as needed, to effectively administer and revitalize HACM's subsidized programs. 12/31/2010
- Work with the City of Milwaukee on neighborhood revitalization activities, including efforts to stabilize abandoned and foreclosed properties. 12/31/2010
- Submit new Designated Housing Plan 5/1/2010

## 6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

In order to comply with a finding in a recent HUD review, HACM has amended the "Income, Exclusions from Income, Deductions from Income" sections of its Admissions and Continued Occupancy Policy (Section 10.0) and Section 8 Administrative Plan (Section 14.1) to affirm that HACM will calculate income using the exact amount of dollars and cents and will not round any money amounts.

(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 Plan Elements:

#### 1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

Detailed language regarding eligibility, selection and admissions policies and wait list procedures for both the low rent and Section 8 programs can be found in the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan. Both documents are available upon request at all administrative offices and housing development locations.

#### 2. Financial Resources:

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2010 grants)</b>		
a) Public Housing Operating Fund (estimate)	10,100,000	
b) Public Housing Capital Fund (estimate)	7,677,883	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	28,932,672	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	66,000	
h) Community Development Block Grant	300,000	Homeless Prevention Rapid Re-Housing Program
i) Recovery Act Capital Funds-Elderly/Persons with Disabilities	7,938,000	Lapham Park highrise
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
American Recovery & Reinvestment Grant	8,826,572	
HOPE VI (Scattered Sites)	4,272,705	Scattered Site Redevelopment
CFP 2008	1,010,063	Modernization
ROSS Homeownership Support Services (FY06)	220,545	Homebuyer Counseling
ROSS Family & Homeownership (FY07)	350,000	Homebuyer Counseling
ROSS RSDM (FY05)	74,884	Supportive Services
ROSS Neighborhood Networks (FY05)	139,170	Supportive Services
ROSS Neighborhood Networks (FY06)	218,229	Supportive Services
ROSS Neighborhood Networks (FY07)	241,512	Supportive Services
<b>3. Public Housing Dwelling Rental Income</b>	11,084,319	Operations
<b>4. Other income (list below)</b>		
Section 32 Sales	100,000	Homeownership
Investment	64,000	Operations
Miscellaneous	859,155	Operations
LIHTC	7,000,000(est)	Olga Village
<b>5. Non-federal sources (list below)</b>		
HACM-owned Housing	6,023,510	Operations
Investment	96,019	Operations
Miscellaneous	1,481,247	Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	97,076,485	

3. **Rent Determination.**

Detailed language regarding rent determination for both the low rent and Section 8 programs can be found in the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan. Both documents are available upon request at all administrative offices and housing development locations.

4. **Operation and Management.**

- a) The Asset Management Plan addresses maintenance and management and is available at each HACM property.
- b) HUD Programs under PHA Management:

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	3996	550
Section 8 Vouchers	5616	1000
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	VA/SRO – 13 units	5
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	Veterans Administration Supportive Housing (VASH) – 70 units	

5. **Grievance Procedures.**

HACM's Grievance Procedure is provided to assure that any Housing Authority resident has the opportunity for a hearing if that resident disputes within a reasonable time any HACM action or failure to act which involves that resident's lease with the HACM or any HACM regulations which adversely affect that individual resident's rights, duties, welfare, or status. The policy document is available upon request at all administrative offices and housing development locations. The Section 8 Rent Assistance Program gives participant families an opportunity for an informal hearing to consider whether RAP decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and RAP policies. The informal hearing is detailed in Section 22 of the Section 8 Administrative Plan.

6. **Designated Housing Plan**

The Housing Authority is in its fifth two year extension of its Designated Housing Plan. The original plan was approved on September 30, 1994, extended February 24, 2000, February 24, 2002, February 3, 2005, February 24, 2006 and April 16, 2008. The latest extension is approved through April 16, 2010. There are currently 1119 units designated as follows:

Arlington Court	230 units
Becher Court	220 units
College Court	251 units
Convent Hill	80 units
Lapham Park	198 units
Merrill Park	120 units
Mitchell Court	100 units

Due to redevelopment work as well as changes in the demand for elderly housing in our community, the Housing Authority will submit a new Designated Housing Plan for 759 units in April 2010 as follows:

Arlington Court	180 units (reduction of 50 units)
Becher Court	120 units (reduction of 100 units due to revitalization)
Olga Village	37 units (new development)
College Court	126 units (reduction of 125 units)
Convent Hill	46 units (reduction of 34 units due to revitalization)
Lapham Park	130 units (reduction of 68 units due to revitalization)
Merrill Park	60 units (reduction of 60 units)
Mitchell Park	60 units (reduction of 40 units)

The process for developing and submitting a new Plan will include notification to residents, public hearing and a 30-day comment period. HACM will also meet with resident organizations and community partners including but not limited to the Milwaukee County Department on Aging, S.E.T. Ministry and Independence First. The new Plan was approved by the HACM Board of Commissioners on April 14, 2010. The new Plan, once approved by HUD, will be in affect for five years.

#### **7. Community Service and Self-Sufficiency.**

*(1) Any programs relating to services and amenities provided or offered to assisted families;*

HACM has more than 30 years experience in building innovative and award-winning partnerships with economic development and supportive service agencies. HACM's approach to community and supportive services programming has produced positive results for residents. Since 1997, when HACM partnered with the Private Industry Council (the Workforce Investment Board at the time) and S.E.T. Ministry, implementing a focused strategy to assist public housing residents in transitioning from welfare to work, the earned income of residents in HACM's overall portfolio has more than doubled, from average household wages of \$4,573 in 1997 to \$9,840 in 2008.

HACM's programming has received numerous awards and recognition from a wide variety of organizations in recent years, including:

- The "Innovations in American Government Award" from the Ford Foundation and Harvard University's JFK School of Government, for HACM's service-enriched programming at the Lapham Park elderly high-rise in 2000 and for the Central City Cyberschool in 2001;

- Three Awards of Merit from NAHRO for HACM’s family self-sufficiency program, its drug abatement partnership with local police, and the Lapham Park high-rise programming;
- “Best Practice Awards” from the U.S. Departments of Housing and Urban Development and Health and Human Services, for its enhanced services to elderly residents and its self-sufficiency programming at Hillside Terrace;
- The 2004 National Social Advocacy Award from the American Planning Association and the 2007 Award for Municipal Excellence (Gold) for large cities from the National League of Cities for HACM’s Lapham Park elderly high-rise programming; and
- The 2005 World Leadership Award in the category of “Housing” presented in a ceremony at the Royal Courts of Justice in London, UK.

HACM partners with a number of community organizations to provide services for residents that assist and support them and their families. Services that are available for public housing residents include:

**Day Care:** HACM has three licensed day care/Head Start providers on-site in our public housing family developments (Tomorrow’s Future Leaders at Hillside, Day Care Services for Children at Parklawn, and Silver Spring Neighborhood Center at Westlawn).

**Youth Services:** Youth-serving agencies are on-site in three developments (a Boys & Girls Club at Hillside, a YMCA at Parklawn, and the Silver Spring Neighborhood Center at Westlawn). These agencies provide a comprehensive array of recreational, educational and leadership programs for youth, both after-school and during the summer.

**Education:** HACM has two schools on-site in family public housing developments. The Central City Cyberschool is a public charter school (chartered by the City of Milwaukee) that serves up to 400 students in grades K4 to 8<sup>th</sup> grade and is located at the Parklawn development. Attached to the Silver Spring Neighborhood Center (SSNC) in Westlawn, the Browning Elementary School is a Milwaukee Public School (MPS) that serves children in grades K4 through the 5<sup>th</sup> grade and the Silver Spring Academy is an alternative middle school that serves children in 6<sup>th</sup> through 8<sup>th</sup> grades.

**HACM Educational Initiative:** Since 2005, the HACM Education Initiative has sought to improve school attendance and educational achievement among youth at Highland Homes and Scattered Sites. The Education Specialist works with the children to ensure they attend school every day, links them to community learning centers and tutoring programs, and helps reduce barriers to their success in school. He also works one-on-one with parents to develop an educational achievement plan for each child.

**Adult Education:** HACM partners with community organizations to provide GED preparation and adult basic education training on-site in three developments. Milwaukee Area Technical College (MATC) provides such training at Hillside and through the Silver Spring Neighborhood Center at Westlawn. In addition, Milwaukee Achiever Literacy Services provides such education at the Cherry Court Neighborhood Network Center.

**Scholarships:** Public housing residents are eligible to apply for scholarships for higher education of up to \$2000 per year from HACM.

**Employment/Economic Self-Sufficiency:** HACM’s programs in economic self-sufficiency will be discussed in more detail in (2) below.

**Healthcare:** HACM currently has two health clinics located in public housing developments. Located on the 2<sup>nd</sup> floor of the Hillside Family Resource Center, the Westside Healthcare Association's Hillside clinic is a federally qualified health center that provides a variety of health care services to low-income families and individuals in Milwaukee. The University of Wisconsin-Milwaukee School of Nursing operates a clinic in the Silver Spring Neighborhood Center at Westlawn. Services at both clinics are available to residents on a sliding fee scale.

**Services for Seniors and Persons with Disabilities:** Since 1993, HACM has partnered with SET Ministry to serve residents in our highrise developments and S.E.T. has on-site offices in every highrise development. SET Ministry has received awards and national recognition for their public housing case management program. Every year, SET assists more than 1,300 residents in Milwaukee's public housing. SET Ministry's case managers are experienced nurses and social workers who assist residents by assessing their needs, assessing eligibility for programs and services that are needed by the resident, and linking the resident into those services. SET Ministry also case manages a number of residents that are eligible for the State of Wisconsin Family Care Program.

**Senior Meal Program:** For seniors 60 and older, the Milwaukee County Department on Aging has 27 meal sites that serve a hot lunch Monday through Friday at 11:30 a.m. Four meal sites are currently located in HACM highrise developments in their community rooms (Arlington Court, College Court, Convent Hill and Lapham Park).

**Neighborhood Network Centers:** HACM currently has six Neighborhood Network Centers (community computer centers) located at:

Townhomes at Carver Park	650 W. Reservoir Ave.
Hillside Terrace	1452 N. 7 <sup>th</sup> Street
Highland Gardens	1818 W. Juneau Ave.
Cherry Court	1525 N. 24 <sup>th</sup> Street
Westlawn (in Silver Spring Neighborhood Center)	5460 N. 64 <sup>th</sup> Street
Convent Hill	455 E. Ogden Ave.

Each Neighborhood Network Center a variety of programs, including: adult basic skills education and GED preparation; computer skills classes (basic computer skills, how to use Microsoft Word, Excel, PowerPoint, how to use email and or the internet); homework help and youth book club programs; assistance in job search; and other adult and youth programming. In addition, there are times scheduled for open labs when seniors, adults and youth can use the lab as they wish. There are monthly schedules of classes and activities for each Neighborhood Network Center.

*(2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS;*

**Resident Employment/Case Management:** HACM's Community Services section has two Case Managers (primarily for HOPE VI developments) and two Resident Service Coordinators. These staff act as case managers to assist residents in improving their economic self-sufficiency and employment. The Resident Employment Coordinators work with any residents that call for assistance or are referred by their managers. The Coordinators will first conduct an individualized assessment to help a resident identify their interests, skills, goals, barriers, and needs. The resident and the Coordinator will then plot out a strategy to help the resident find a job or obtain a better job. The Coordinator will also refer the resident in to other services available in the community

that are needed to help them in your job search, such as G.E.D. preparation courses, driver's education, resume assistance, interview skills, job training, and other skills to help employability.

**TANF Agencies:** HACM case managers work closely with the three TANF agencies in Milwaukee (W-2 agencies in Wisconsin) that serve residents eligible for such services: the YWCA of Greater Milwaukee, UMOS and Maximus. HACM has Memorandums of Agreement (MOAs) with the TANF agencies and one of them, Maximus, has a satellite office located on-site at Hillside. Services available through W-2 include: case management, employment assistance, access to job training, child care, and health care.

**Milwaukee Area Workforce Investment Board (MAWIB):** HACM is a close partner with MAWIB and has a Memorandum of Agreement with the agency. Residents are referred to and utilize the One-Stop Job Centers operated by MAWIB and also take advantage of job training opportunities if the residents are eligible for WIA training (Workforce Investment Act).

**Section 3:** HACM makes every effort to encourage contractors to hire public housing residents and other Section 3 persons to the greatest extent feasible. For construction contracts, many contractors certify that they do not have new hires connected with HACM contracts. For those that do have new hires, HACM commits to a goal of at least 30% of the new hires being Section 3 residents. HACM has also directly employed residents as part of its Section 3 commitment. At one time, 25% of HACM's direct staff was public housing residents. Currently, a public housing resident is employed to manage the Hillside Resource Center and HACM residents were hired to support its Environmental Services, Homeownership and Section 8 Housing Choice Voucher programs.

HACM helps to link public housing residents and other Section 3 persons with training and employment opportunities whenever possible and does significant outreach to residents to notify them about the availability of such opportunities, through monthly resident meetings, quarterly resident employment newsletters, and through their case managers and Employment Coordinators. HACM leverages training through community resources, such as the Milwaukee Area Workforce Investment Board (WIA training), Wisconsin Regional Training Partnership, Milwaukee Area Technical College, and the Milwaukee Community Service Corps. The training provided by these agencies helps residents compete successfully for employment in the building trades. If residents have construction experience, HACM's Resident Employment Coordinators (RECs) are able to refer them to construction contractors.

**Milwaukee Community Service Corps/Youthbuild:** The Milwaukee Community Services Corps (MCSC) provides training and job opportunities for young adults ages 18-24 who are interested in construction work but lack job experience. MCSC was established in 1991 as an Urban Corps Expansion Site and has HUD Step-Up designation. HACM has worked closely with MCSC since 1992 to provide training and job opportunities for at-risk young adults. MCSC's expertise is in working with young adults who have significant barriers to employment. MCSC hires over 40 Section 3 residents annually, including a number of public housing residents. HACM and MCSC have partnered in the past on Youthbuild programs that trained youth in the construction trades, and HACM, in partnership with MCSC, was awarded an FY07 Youthbuild grant from the U.S. Department of Labor. After 12-24 months with MCSC, these young adults may be prepared to take exams to get into true apprenticeship programs or to find a construction-related job.

**Job Training:** After the assessment by the Resident Employment Coordinator, HACM may refer residents to job training through a number of community agencies, including but not limited to: Milwaukee Area Workforce Investment Board (WIA training), Wisconsin Regional Training Partnership (WRTP), Milwaukee Area Technical College (MATC), 4Cs (Child care training), and others.

**Financial Literacy program/Individual Development Accounts (IDAs):** Since 1989, Wisconsin Women's Business Initiative Corporation (WWBIC) has been offering quality business education, technical assistance, and access to capital to women, minorities, and low-income individuals pursuing entrepreneurship and business development as a means of self-sufficiency and economic independence. WWBIC trains, counsels, advises and mentors start-up entrepreneurs, small businesses and micro-businesses throughout Wisconsin. WWBIC offers a number of classes on how to start a business and WWBIC has also been a leader in microcredit in Wisconsin, helping to provide access to capital to women, people of color and low income individuals.

WWBIC also offers other programs, such as their personal money management program, Make Your Money Talk, a six-session series covering such topics as creating a personal budget, developing a savings plan, and dealing with past and future credit. Graduates of the program can open an Individual Development Account (IDA), a special savings account where WWBIC will match the participant's savings \$2 for every \$1 saved, with a maximum account level of \$6,000. The IDA's can be used to start a small business, purchase a first home, or further a person's education.

**Earned income exclusion:** Besides the standard HUD Earned Income Disregard (EID), there is an additional exclusion from income that HACM has approved in its Admissions & Continued Occupancy Policy (ACOP) as an incentive to work. All families are eligible for a one-time household exclusion of the first \$2000 of earned income from adult household members working at least 30 hours per week.

**FSS program:** HACM has a current Public Housing Family Self Sufficiency program (FSS) to serve up to 50 public housing households. The FSS Coordinator works with these participants to review the program goals and requirements, sign the participation contract, and develop and implement their individualized plan. Increases in earned income that impact rent may result in the rent increase put into an FSS escrow account for the resident.

**Lease Addendum:** In HACM's HOPE VI developments (Hillside Terrace, Parklawn, Townhomes at Carver Park, Highland Homes, and Scattered Sites), residents sign a lease addendum that requires them: (1) to have a self-sufficiency plan and work with HACM staff to achieve the goals outlined in the plan; (2) to attend at least 6 of the 12 resident council meetings each year, and (3) cooperate with HACM in assessing and addressing the educational achievements and needs of their children.

*(3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements;*

To the greatest extent possible and practicable, the HACM will provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations (according the QHWRA, a disabled person who is otherwise able to be gainfully employed is not necessarily exempt from the Community Service requirement). HACM will also provide in-house opportunities for volunteer work or self sufficiency programs. HACM

will provide the family with exemption verification forms and recording/certification documentation forms and a copy of the policy at initial application and at lease execution. HACM will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the grievance procedure if they disagree with the determination.

At least thirty (30) days prior to annual re-examination and/or lease expiration, HACM will begin reviewing the exempt or non-exempt status and compliance of family members. If a family member is found to be noncompliant, HACM will enter into an agreement with the noncompliant member and the head of household to make up the deficient hours over the next twelve (12) month period. If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit. The family may use the grievance procedure to protest the lease termination.

#### **8. Safety and Crime Prevention.**

(i) A description of the need for measures to ensure the safety of public housing residents

Milwaukee's crime statistics compiled by the FBI show that violent crime decreased in 2004, and then rose dramatically in the years 2005, 2006 and 2007, before dropping 10% in 2008. In 2008, Milwaukee reported 7,339 violent crimes and 36,562 property crimes. Homicides decreased significantly from 105 in 2007 to only 71 in 2008.

While crime in Milwaukee, especially violent crime, fell during 2008, crime still disproportionately impacts many residents and neighborhoods in the central city of Milwaukee, which include several public housing developments and scattered sites. In 2008, the Housing Authority's Public Safety section responded to 10,325 calls for service from residents. While many of these calls were responding to alarms (building alarms, fire and smoke alarms, and medical pull-cord alarms in our developments) or for quality of life issues (noise, neighbor disputes, vandalism, etc.), these calls also included 89 complaints about drugs, 39 complaints about gun offenses, 518 for loitering/prowling, and 48 for battery and/or domestic violence.

(ii) A description of any crime prevention activities conducted or to be conducted by the PHA

To reduce crime and maintain safety in public housing developments, the Housing Authority of the City of Milwaukee (HACM) created a Public Safety section in the early 1990s. The mission of HACM's Public Safety is to enhance the quality of life for residents living in public housing, by working cooperatively with residents, staff, the public and other law enforcement agencies to preserve the peace, reduce crime and provide for a safe, drug-free environment in which to live, work and raise families.

The Public Safety Department has a staff of 24 full-time employees who provide service 24 hours, 365 days a year. Public Safety Dispatchers staff a communication center 24 hours a day. In addition to fielding calls for Public Safety, the Communication Center answers calls for emergency maintenance and other Housing Authority services. In 2008 the Public Safety Department responded to 10,325 calls for service, including 1,425 building alarms and 1,360 nurse/fire alarms. Public Safety Specialists patrol developments on foot, bicycles, and marked motor vehicles. Specialists also monitor building surveillance equipment and respond to medical and burglar alarms. Public Safety staff works closely with residents to ensure their safety concerns are

addressed. Public Safety Officers attend each of the monthly Resident Organization meetings, and officers have daily contact with Housing Authority managers and residents. Residents, managers, and Public Safety Officers discuss any crime and safety concerns within their developments. Crime prevention measures and intervention strategies are discussed and implemented. Residents are encouraged to call Public Safety to report problems or suspicious activities as soon as they are observed.

In collaboration with the City Attorney's Office and the Milwaukee Police Department (MPD), Public Safety has closed hundreds of drug houses operating in public housing developments. Public Safety has issued 998 currently active "no trespassing orders" to individuals which bars them from all Housing Authority property. These no-trespass orders are issued to all persons evicted from public housing and is an effective deterrent in excluding known drug dealers and users from public housing.

Public Safety works closely with MPD's vice squad on drug activity at the housing developments. Staff respond to drug complaints from residents and investigate to substantiate the complaint. If Public Safety staff can substantiate the complaint, they will obtain "intelligence" for MPD such that a search warrant can be obtained. The intelligence gathered by the investigators include physical descriptions of the drug dealers, aliases used, hours of operation, level of sophistication of the operation, weapons used, descriptions of cars (dealers and customers), types of customers, and types of drugs sold. MPD uses this information to obtain a search warrant, and search warrants are executed jointly between MPD and Public Safety. At the time the warrants are executed, MPD secures the units, makes the arrests and secures all the evidence. Public Safety enters the unit once the unit has been secured, photographs all the evidence seized, and documents all persons who are arrested, and immediately serves them with a no trespass notice, banning them from *all* of HACM's developments and property. This information is then used to begin "One Strike, You're Out" eviction proceedings which removes illegal drug users and dealers from public housing occupancy. This initiative received a City of Milwaukee, Innovation in City Government award in 1998, and was selected as a 1998 Merit Award winner by the National Association of Housing and Redevelopment Officials.

The vast majority of Public Safety's work is responding to service calls from residents. Public Safety tracks all service calls received, aggregating them into key indicators which provide a standard measure of what residents are concerned about, and what Public Safety is responding to in the category of disorder. These service call indicators provide feedback as to what problems are being fixed, and which problems are escalating, requiring other interventions. The quality of life problems that are precursors to drug, gang and serious criminal activity are unabated noise complaints, loitering, disorderly conduct, panhandling, vandalism and trespassing. Public Safety responds aggressively to these complaints so that quality of life issues do not escalate into the more serious problems of domestic violence, prostitution, drug activity, gang activity and robberies.

Public Safety is responsible for patrolling the interior of the high-rise developments, parking lots, common areas and community buildings. High visibility of Public Safety is maintained through uniforms and marked vehicles which provide a visual deterrent to criminal behavior. Saturated patrols are used to patrol crime "hot spots." In 1999, Public Safety received the authority to issue city of Milwaukee parking tickets to vehicles parked illegally on HACM property. This added authority permits HACM to enforce parking regulations by keeping nuisance vehicles out of parking lots, and keeping fire lanes open for emergency vehicles.

- (iii) A description of the coordination between the PHA and appropriate police precincts for carrying out crime prevention measures and activities

The Chief of Public Safety is responsible for coordinating HACM's Public Safety efforts with those of other law enforcement agencies. As such, the Chief of Public Safety meets and communicates regularly with the Milwaukee Police Department, shares intelligence information relative to drug and gang activity, and is involved in the coordination of the execution of search warrants.

In addition, Public Safety staff meets regularly with the Milwaukee Police Department and other area law enforcement agencies to exchange information and work cooperatively to provide a safe, secure, and enjoyable environment for all residents. Public Safety staff attend monthly meetings with Police officials and Probation & Parole staff at each district. The Chief of Public Safety is a member of the Homicide Review Commission which meets monthly and was created by Mayor Barrett to try and find ways to reduce the ever increasing homicide rate. The Chief of Public Safety is also a member of the Milwaukee County Law Enforcement Executives Association (MCLEEA) which meets monthly. The primary purpose of MCLEEA is to foster cooperation between Law Enforcement Administrators within Milwaukee County.

The Housing Authority's Public Safety staff has an excellent working relationship with other law enforcement agencies and has signed Memorandums of Agreement (MOAs) with the Milwaukee Police Department (MPD), Milwaukee Sheriff's Department, U.S. Attorney General's Office Department of Justice Eastern District of Wisconsin, the Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), U.S. Marshal Service, and the State of Wisconsin Department of Corrections – Probation and Parole.

#### **9. Pets.**

Low income housing developments exclusively for the elderly, handicapped, or disabled persons are permitted to keep pets with written permission from HACM. The privilege may be revoked at any time subject to HACM's grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents. Dogs and cats are permitted only in the single-family scattered site homes. Details of the HACM pet policy are available at all administrative offices and housing development offices.

#### **10. Civil Rights Certification**

#### **11. Fiscal Year Audit**

The results of the 2008 Fiscal Year Audit is available at all Administrative and Housing Development offices upon reasonable request.

#### **12. Asset Management**

A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

HACM continues to implement and monitor the Asset Based Management required by federal regulation. As a "Stop Loss" agency, HACM has submitted the information required by HUD for years one through three and will submit the year four information in October 2009. Implementation has required the unwinding of centralized support services and automated

systems to produce a variety of services that site managers can utilize on a cost effective basis. Consultant services and training have been obtained to assist staff in the process. New automated accounting and budget systems provide site managers with a variety of reports required for effective financial management.

The HUD field office has completed a series of Asset Management site reviews and has provided guidance regarding the status of implementation with no serious findings.

HACM will use Capital Fund Grant monies to improve management deficiencies: increase occupancy rates by providing 24/7 public safety services and reducing the amount of computer processing time for wait list management and eligibility determination by upgrading and relocating servers; develop and implement a compensation plan for direct HACM staff that supports effective property management and program administration.

### 13. Violence Against Women Act (VAWA)

In an effort to enhance the safety of the applicant/resident, HACM has a service provider working in a number of its developments, offering case management services to those in need. HACM will also use the resource document created by the Milwaukee Commission on Domestic Violence and Sexual Assault, a commission charged with increasing the safety for victims of domestic violence and their children, to make referrals for victims. HACM will offer training to various groups of HACM staff: those responsible for determining an applicant's eligibility for housing; those at the housing developments responsible for overseeing resident continued occupancy; and public safety staff involved in intervention. The training will educate staff on how to obtain information needed from the applicant/resident who is seeking protection under VAWA and make appropriate referrals to agencies that have been identified as offering assistance to such victims. RAB members and other key residents will also receive training on how to help victims get connected with services when an actual or threatened domestic abuse incident occurs.

The HACM has notified all current residents of public housing that the provisions of VAWA have been adopted in its policy documents and that they should contact their manager in the event they are a victim of or are facing lease violations for an actual or threatened domestic abuse incident. All applicants will receive a certification form with their application packet that will offer them the opportunity to make HACM aware that they are or have been a victim of an actual or threatened domestic violence incident that may impact their application for housing.

In the last year, HACM has not knowingly denied any person for housing due to their being a victim of domestic violence.

### 7.0 **Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*

- (a) Hope VI or Mixed Finance Modernization or Development.

HACM currently has a 2008 Hope VI revitalization grant approved and underway for Scattered Sites (AMP WI002000010 and WI002000016) and a revitalization plan that will be submitted for the 2009 NOFA for the revitalization of Westlawn (AMP WI002000002). HACM will submit at least one

HOPE VI or Choice Neighborhood application in response to a NOFA in 2010. Redevelopment site(s) will be determined on the basis of the amount of the grant money available.

HACM also has mixed finance development activities underway at Scattered Sites and Olga Village.

(b) Demolition and/or Disposition

HACM has the following applications pending with the Special Applications Center (SAC):  
Disposition of 9 Scat Site units (AMP WI002000010) submitted December 12, 2008;  
Disposition of 4 Scat Site units (AMP WI002000010, AMP WI002000016) submitted September 2, 2009;  
Demolition of 56 Westlawn units (AMP WI002000002) submitted October 2, 2009;  
Demolition/Disposition 100 units Becher Court towerx (AMP WI002000018) submitted June 25, 2009.

HACM has the following approved application:

Demolition of 57 Scat Site units (AMP WI002000010, AMP WI002000016) approved February 2, 2009 (24 units), March 16, 2009 (28 units), April 21, 2009 (5 units).

HACM plans to submit a disposition application for the Lapham Park highrise, additional units at Westlawn, and two units at the Becher Court annex.

(c) Conversion of Public Housing

(d) Homeownership

HACM currently has approval to administer a homeownership program under the Section 32 Homeownership Program dated June 28, 2006 for the sale of 50 units: 25 units from its Scattered Site inventory of units from AMP#WI002000010P, WI002000016P, WI002000060P, WI002000061P and WI002000063P and 25 units that would be newly constructed or acquired for rehabilitation and sale. As of 9/30/2009, HACM has sold the 22 Scattered Site units and acquired/rehabilitated 10 units. In August 2008, HUD approved amendment to the plan to include sale of an additional 40 units. As of 9/30/2009, three of those units had been sold. HACM has set a goal of selling 10 homes under the homeownership program. HACM currently has more than 100 participants in its program. Participants must be a first time home buyer, must have earned income of at least \$15,000/year, must attend homeownership counseling classes and must not owe child support or any state or local authority. Additional information regarding the homeownership program are provided in the Term Sheet that is available at all administrative offices and housing development offices.

HACM also administers a Section 8(y) Homeownership Program. Similar eligibility criteria, with an additional requirement that participants maintain minimum earned income requirements in order to continue mortgage subsidy. Since December 11, 2001, 147 vouchers have been converted from rental to ownership. HACM expects to convert 10 vouchers in 2010.

(e) Project-based Vouchers

HACM will continue to look for ways to increase assisted housing choices to families in need through the conversion of public housing to project-based vouchers. Through previous revitalization efforts, public housing units have been converted to project-based vouchers at Highland Park midrise (22) and Cherry Court midrise (50). HACM has plans to convert public housing units to project-based vouchers at the Westlawn family development as part of revitalization of that development.

**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 *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

Form 50075.1 for 2010

Attachment A

The following annual reports for open grants is attached:

2009 CFP Revision #1 9-15-09	Attachment C
2009 RHF #1 Annual 9-15-09	Attachment D
2009 RHF #2 Annual 9-15-09	Attachment E
ARRA Annual 6-30-09	Attachment F
ARRA Revision #2	Attachment G
2008 CFP Annual 6-30-09	Attachment H
2008 CFP Revision #2	Attachment I
2007 CFP Annual 6-30-09	Attachment J
2006 CFP Annual 6-30-09	Attachment K
2008 RHF #1 Annual 6-30-09	Attachment L
2008 RHF #2 Annual 6-30-09	Attachment M
2007 RHF #1 Annual 6-30-09	Attachment N
2007 RHF #2 Annual 6-30-09	Attachment O
2006 RHF #1 Annual 6-30-09	Attachment P
2006 RHF #2 Final 9-15-09	Attachment Q

**8.2 Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, 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.

Form 50075.2 for 2010

Attachment B

**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 in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	27,949	5	4	3	2	4	3
Income >30% but <=50% of AMI	13,448	5	4	3	2	4	3
Income >50% but <80% of AMI	7,061	3	3	2	2	3	2
Elderly	11,542	3	1	2	2	1	3
Families with Disabilities	8,400	3	4	2	4	3	3
Race/Ethnicity White	128,984	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	75,510	N/A	N/A	N/A	N/A	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Black							
Race/Ethnicity Hispanic	18,619	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Native American	1,532	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Asian	4,457	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Other	223	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Multiple Races	2,863	N/A	N/A	N/A	N/A	N/A	N/A

**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.**

HACM will continue to focus on finding ways to meet the affordable housing needs of City of Milwaukee residents: families, elderly, disabled and minorities with disproportionate housing needs. In the area of shortage of affordable housing, HACM will work to maximize the number of affordable units available by reducing turnover time for vacant housing units and minimize the number of units offline due to routine maintenance or renovation work and will seek to replace units lost to the inventory through mixed finance development and Section 8 replacement housing resources. HACM will work to maintain Section 8 lease up rates by establishing payment standards that are beneficial to families in the City, by effectively screening applicants to increase owner acceptance of the program and by marketing the Section 8 program to owners, particularly those outside areas of the minority and poverty concentration. HACM will participate in the Consolidated Plan development process to ensure coordination with broader community strategies. HACM will also attempt to increase the number of affordable units by applying for Section 8 vouchers as they become available, by leveraging resources in the community through the creation of mixed finance housing and through other non-public housing or Section 8-based assistance. HACM will continue to work with the Continuum of Care in addressing the housing needs of Milwaukee residents. HACM will continue to employ admissions preferences aimed at families with hardships and adopt rent policies that support and encourage work. In an effort to meet the growing needs of families with disabilities, HACM will carry out modifications based on the Section 504 Needs Assessment, will apply for special purpose vouchers that target families with disabilities and will continue its work with Independence First to expand homeownership opportunities for families with disabilities. HACM will also conduct activities that affirmatively further fair housing by marketing to racial and ethnic minorities with disproportionate housing needs, counseling Section 8 tenants as to location of units outside of areas of poverty or minority concentration and marketing the Section 8 program to owners outside of areas of poverty and minority concentration.

<b>Housing Needs of Families on the Waiting List</b>
------------------------------------------------------

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing (**Family**)  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	7,495		1,500
Extremely low income <=30% AMI	6,968	93%	
Very low income (>30% but <=50% AMI)	491	6.5%	
Low income (>50% but <80% AMI)	36	.5%	
Families with children	5,382	71.8%	
Elderly families	53	.7%	
Single person house- holds	941	12.6%	
Families with Disabilities	1,119	14.9%	
Race/ethnicity (white) *	516	6.8%	
Race/ethnicity (black) *	6,846	91.3%	
Race/ethnicity (Native American) *	28	.36%	
Race/ethnicity (Asian) *	9	.3%	
Race/ethnicity (Hispanic) *	462	6.2%	
Race/ethnicity (Pacific Islander) *	1	<.01%	

\*Applicants may self-declare multiple races or ethnicity as Hispanic

Characteristics by Bedroom Size (Public Housing Only)			
1BR	1,852	24.8%	
2 BR	3,176	42.4%	
3 BR	1,844	24.6%	
4 BR	515	6.8%	
5 BR	108	1.4%	
5+ BR			

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

If yes:

**HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 5/29/09 (4 MONTHS)**

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes (See ACOP)

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing (**Elderly/Single/Disabled**)  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2,752		1,200
Extremely low income <=30% AMI	2,468	89.7%	
Very low income (>30% but <=50% AMI)	236	8.6%	
Low income (>50% but <80% AMI)	48	1.7%	
Families with children	0	0	
Elderly families	150	5.5%	
Near elderly families	808	29.4%	
Singles	941	12.6%	
Families with Disabilities	1,186	43.0%	
Race/ethnicity (white) *	366	13.2%	
Race/ethnicity (black) *	2,366	86%	
Race/ethnicity (Native American) *	10	.36%	
Race/ethnicity (Asian) *	9	.3%	
Race/ethnicity (Hispanic) *	125	4.5%	
Race/ethnicity (Pacific Islander) *	0	0	

\* Applicants may self-declare multiple races and ethnicity as Hispanic

Characteristics by Bedroom Size (Public Housing Only)			
1BR	2,727	99.1%	
2 BR	25	.9%	
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

**HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?**

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes (See ACOP)

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance**  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	3810		600
Extremely low income <=30% AMI	3284	86%	
Very low income (>30% but <=50% AMI)	526	14%	
Low income (>50% but <80% AMI)			
Families with children	2620	69%	
Elderly families			
Families with Disabilities	628	17%	
Race/Black	3326	87%	
Race/White	274	7%	
Race/American Indian	30	1%	
Race/other Asian/Pacific Islander	4	0.10%	
Ethnicity/Hispanic	176	5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

## Housing Needs of Families on the Waiting List

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

If yes:

**HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?** 40 MONTHS

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

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

**10.0 Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting 2009 Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

- Continue the Section 32 Homeownership Program and sell 10 homes to eligible families. 12/31/2009  
STATUS: Six Section 32 sales were completed as of 9/30/09 and three additional offers were pending closing.
- Continue the Section 8(y) Homeownership option and convert 10 households from rental to ownership. 12/31/2009  
STATUS: Five families purchased homes under the Section 8(y) program and five additional families had accepted offers which should closed by 12/31/2009.
- Develop, including acquisition and rehabilitation, market and sell market rate homes including the use of brokers. 12/31/2009  
STATUS: Ongoing – no market rate sales were completed in 2009 due to economic and housing market conditions. HACM did establish procedures for using brokers to assist in marketing and sales.
- Develop and implement a Phase II redevelopment plan for the Convent Hill site. 12/31/2009  
STATUS: Ongoing-current economic conditions negatively impact the market for market rate rental and homeownership units.
- Submit at least one Hope VI application in response to the Notice of Funding Availability (NOFA). Redevelopment site(s) to be determined on the basis of the amount of the grant money available. 12/31/2009  
STATUS: HACM will submit a \$22 million Hope VI application for Westlawn in response to a HUD NOFA by the 11/17/2009 due date.
- Submit funding applications for Low Income Housing Tax Credits, the Affordable Housing Program and other sources necessary to support HACM property redevelopment. 12/31/2009  
STATUS: Three Low Income Housing Tax Credit applications were submitted. The application for Scattered Sites III and Olga Village were awarded.
- Continue to implement Asset Based Property Management and submit the Year 4 Stop Loss data by the required date. 12/31/2009  
STATUS: Ongoing-the Year 4 Stop Loss was submitted on time. HUD had not yet approved prior year Stop Loss submittals as of 9/30/09.

- Close out the 2003 Scattered Sites Hope VI grant. 12/31/2009  
STATUS: Completed
- Continue to operate the VA/SRO facility. 12/31/2009  
STATUS: Ongoing-the Surgeon's Quarter maintained full occupancy during 2009.
- Continue to administer the Veterans Administration Supportive Housing (VASH) grant through the Section 8 Voucher program. 12/31/2009  
STATUS: Ongoing-through 9/30/2009, 45 of the initial allocation of 70 vouchers were under contract. HACM received an additional allocation of 35 VASH vouchers to be leased up beginning 1/1/2010.
- Continue to offer the "Make Your Money Talk" program. Enroll and graduate 20 families. 12/31/2009  
STATUS: Ongoing-through 9/30/2009, 54 families completed the Make Your Mney Talk program.
- Continue the HACM educational scholarship program. Award 25 scholarships. 12/31/2009  
STATUS: Ongoing-through 9/30/2009, 19 scholarships were awarded.
- Prepare and implement a redevelopment plan for Westlawn and submit grant and other property related applications necessary to support the plan. 12/31/2009  
STATUS: HACM contracted with Torti Gallus to prepare a redevelopment plan for Westlawn. Key stakeholders, including Westlawn residents, participated in the development of preliminary plans that were presented to the HACM Board in September. A "Green Communities" funding application was submitted in response to a NOFA under the competitive American Recovery and Reinvestment Act (ARRA) capital grant program. A Hope VIi application will also be submitted for Westlawn.
- Partner with Sun Starr to resubmit an application for Low Income Housing Tax Credits to support the redevelopment of the Becher Court property. 12/31/2009  
STATUS: Sunstar received an allocation of Low Income Housing Tax Credits in September 2009 to fund the construction of the Becher Terrace facility. The relocation of Becher Court tower residents was completed in September 2009. HACM included funding for the demolition of the tower from its ARRA Capital Fund program grant.
- Determine if resources are available to support an RFP for Project Based Section 8 assistance and complete an RFP if appropriate. 12/31/2009  
STATUS: Ongoing-the Section 8 program was fully leased up. An RFP for Project Based assistance will not be done in 2009.
- Provide staff support for the City's Supportive Housing Commission. 12/31/2009  
STATUS: Ongoing-regular quarterly meetings were held at HACM facilities.
- Continue to actively participate in the City's Continuum of Care. Partner with Community Advocates and Hope House and the Salvation Army to submit a Rapid Rehousing Project for funding under the McKinney-Vento Homeless Grant Program. 12/31/2009

STATUS: Ongoing-HACM's Associate Director is the Co-Chair of the CoC. Applications for Rapid Rehousing funding were submitted. HACM received a \$300,000 allocation to assist Section 8 program families impacted by foreclosure with relocation. HACM also partnered with Community Advocates and five shelter agencies serving homeless families to provide housing and rental assistance.

- Continue partnerships and MOU's with local community based organizations to provide tenant based Section 8 assistance, subject to availability, to eligible families referred by META House, the Milwaukee Community Service Corps, Independence First, St. Catherine's, the Pan African Community Association, and the Consortia to Re-Unite Families. 12/31/2009  
STATUS: Ongoing-all MOU's were continued. The Consortia to reunite families formally implemented a "Keeping Our Families United" (KOFU) initiative in July 2009. To-date, nine KOFU families were referred for placement in "hard to lease" public housing units.
- Continue to offer the "Second Chance" program and place up to five eligible families, subject to availability, as referred by the Counseling Center, the Milwaukee Women's Center and Nia Imani Family Inc. 12/31/2009  
STATUS: Ongoing-one placement was made.
- Approach Salvation Army about partnering with HACM to make referrals to the "Second Chance" program. 12/31/2009  
STATUS: The Resident Advisory Board added the Salvation Army as a participating agency.
- Apply for grants from all eligible sources of funding to support HACM functions and property redevelopment. 12/31/2009  
STATUS: Ongoing-HACM engaged a consultant to research and identify all grant sources to which HACM could apply.
- Consider use of Capital fund and Operating fund reserves to leverage financing for redevelopment. 12/31/2009  
STATUS: Ongoing-Capital Fund resources will leverage financing for the Olga Village development.
- Comply with the requirements of the Regulatory and Operating Agreements for public and assisted housing units owned by the Highland Park Development LLC, the Cherry Court LLC, the Convent Hill LLC, the Carver Park I & II LLC's, and the Scattered Sites I & II LLC's. 12/31/2009  
STATUS: Ongoing
- Provide support for the 2009 resident event sponsored by the HACM Resident Advisory Board. 12/31/2009  
STATUS: Ongoing-on September 16, 2009 the Resident Advisory Board sponsored a Job Fair and related educational workshops which were attended by over 200 public housing residents.
- Maintain "High Performer" status under the Section 8 Management Assessment Program and re-gain "High Performer" status under the Public Housing Assessment System. 12/31/2009  
STATUS: HACM continued as a "High Performer" under the Section 8 Management Assessment Program and as a "Standard Performer" under the Public Housing Assessment System.

- Submit applications as necessary for disposition and/or demolition of HACM property owned by the low income program. 12/31/2009  
STATUS: Ongoing-Demolition applications were submitted for the Becher Court tower and for Westlawn. A disposition application was submitted for scattered sites public housing units.
- Use Energy Star standards and green technology to the maximum extent feasible in HACM new construction and redevelopment. 12/31/2009  
STATUS: Ongoing-all units being completed under the Scattered Sites Hope VI-II redevelopment program are Energy Star rated.
- Submit an application for Moving-to-Work or its successor program. 12/31/2009  
STATUS: Ongoing-HACM was not identified by HUD as an agency eligible to apply for MTW under the 2009 eligibility criteria.
- Open the family public housing waiting list in 2009. 12/31/2009  
STATUS: Completed-8000 applications were received during the open application period. The list was closed on May 31, 2009.
- Submit acquisition plans for developing public housing. 12/31/2009  
STATUS: Ongoing
- Submit a waiver to convert some public housing units to project-based. 12/31/2009  
STATUS: Ongoing-twelve scattered sites tax credit units were approved for project based Section 8 assistance.
- Secure a line of credit for the revitalization of public housing. 12/31/2009  
STATUS: Ongoing-HACM used its Capital Fund for construction financing as an alternative to obtaining a line of credit.
- Work in partnership with the United Community Center to provide enhanced services for Housing Authority residents, including the submission of a low-income housing tax credit application to support the revitalization of Becher Court. 12/31/2009  
STATUS: Ongoing-HACM received an allocation of Low Income Housing Tax Credits for the development of the 37 unit Olga Village public housing property on the campus of UCC.
- Submit waiver requests, as needed, to effectively administer and revitalize HACM's subsidized programs. 12/31/2009  
STATUS: Ongoing
- Work with the City of Milwaukee on neighborhood revitalization activities, including efforts to stabilize abandoned and foreclosed properties. 12/31/2009  
STATUS: Ongoing-HACM has acquired foreclosed properties in conjunction with its Section 32 homeownership program. HACM will also acquire and rehab foreclosed properties using the City's NSP funds to develop rental replacement and homeownership units in conjunction with the Westlawn redevelopment program.
- Use project-based vouchers to support the revitalization of Scattered Sites. 12/31/2009

STATUS: Ongoing-twelve units developed under the scattered sites Hope VI program will receive Section 8 project based assistance.

- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

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

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

**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) **Attachment R**
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only) **Attachment S**
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only) **Attachment T**
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only) **Attachment U**
- (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. **Attachment VV**
- (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)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (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.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

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

<b>Part I: Summary</b>		<b>FFY of Grant: 2010</b>	
PHA Name: Housing Authority of the City of Milwaukee		FFY of Grant Approval:	
Grant Type and Number		Capital Fund Program Grant No:	
Replacement Housing Factor Grant No:		Date of CFFP:	

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Original	Total Estimated Cost		Obligated	Total Actual Cost <sup>1</sup>
				Revised <sup>2</sup>	Expended		
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		1,358,425				
3	1408 Management Improvements		1,358,425				
4	1410 Administration (may not exceed 10% of line 21)		679,212				
5	1411 Audit		10,000				
6	1415 Liquidated Damages						
7	1430 Fees and Costs		800,000				
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures		2,250,000				
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		100,000				
17	1499 Development Activities <sup>4</sup>						

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: HACM	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Type of Grant  
 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	Obligated	Total Actual Cost <sup>1</sup>	Expended
		Original	Revised <sup>2</sup>		
18a	1501 Collateralization or Debt Service paid by the PHA	100,000			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	136,065			
20	Amount of Annual Grant: (sum of lines 2 - 19)	6,792,127			
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	4,406,062			
24	Amount of line 20 Related to Security - Hard Costs	2,250,000			
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director		Date
		10/16/04			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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 II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2010		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost		
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
PHA Wide	Operations	1406		1,358,425			
PHA Wide	Management Operations	1408		1,358,425			
PHA Wide	Administration	1410		679,212			
PHA Wide	Audit	1411		10,000			
PHA Wide	Fees and Costs	1430		800,000			
Arlington Ct/W1002000013	elevator modernization, elevator control room modifications	1460		470,000			
Hillside Tr/W1002000001	elevator modernization, elevator control room modifications	1460		470,000			
Locust Ct/W1002000015	elevator modernization, elevator control room modifications	1460		470,000			
Riverview/W1002000062	elevator modernization, elevator control room modifications	1460		460,000			
PHA Wide	Implement Recommendations in Energy Audit	1460		10,000			
PHA Wide	Mitigation of Environmental Hazards	1460		300,000			
PHA Wide	ADA/504 accommodations	1460		50,000			
PHA Wide	Force Account Labor	1460		20,000			
PHA Wide	Relocation Costs	1495.1		100,000			
PHA Wide	Collateralization or Debt Service	1501		100,000			
PHA Wide	Contingency	1502		136,065			

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.







## Capital Fund Program—Five-Year Action Plan

<b>Part I: Summary</b>						
PHA Name/Number Housing Authority of the City of Milwaukee/WI002		Locality (City/County & State) Milwaukee, WI			<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
B.	Physical Improvements Subtotal	Annual Statement	2,250,000	2,250,000	2,250,000	2,162,000
C.	Management Improvements		1,358,425	1,358,425	1,358,425	1,358,425
D.	PHA-Wide Non-dwelling Structures and Equipment					52,000
E.	Administration		825,277	825,277	825,277	825,277
F.	Other		100,000	100,000	100,000	100,000
G.	Operations		1,358,425	1,358,425	1,358,425	1,358,425
H.	Demolition					36,000
I.	Development		800,000	800,000	800,000	800,000
J.	Capital Fund Financing – Debt Service		100,000	100,000	100,000	100,000
K.	Total CFP Funds		6,792,127	6,792,127	6,792,127	6,792,127
L.	Total Non-CFP Funds					
M.	Grand Total					



<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
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	PHA Wide Mitigation of environmental hazards		300,000	PHA Wide Mitigation of environmental hazards		300,000
Annual	PHA Wide ADA/504 accommodations		50,000	PHA Wide ADA/504 accommodations		50,000
Statement	Becher Ct/WI002000018 Façade restoration		950,000	Becher Ct/WI002000018 Substantial modernization of annex		470,000
	Hillside Tr/WI002000001 Façade restoration(highrise)		455,000	College Ct/WI002000011 Substantial modernization		470,000
	Mitchell Pk/WI0020000017 Façade restoration		455,000	Lapham Pk/WI002000005 Substantial modernization of highrise		470,000
	PHA Wide Force Account Labor (Painters, Carpenters, HVAC Mechanics)		20,000	Westlawn/WI002000002 Substantial modernization		460,000
	PHA Wide Cost effective energy improvements including replacement of eligible vehicles and/or recommendations in energy audit		10,000	PHA Wide Force Account Labor (Painters, Carpenters, HVAC Mechanics)		20,000

**Capital Fund Program—Five-Year Action Plan**

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

	PHA Wide Vacant unit repairs(may include force account labor)		10,000	PHA Wide Cost effective energy improvements including replacement of eligible vehicles and/or recommendations in energy audit		10,000
	Subtotal of Estimated Cost		\$2,250,000	Subtotal of Estimated Cost		\$2,250,000

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
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	Hillside Tr/WI002000001 Exterior remodeling (garbage cart corrals, retaining walls, ironwork, etc.)		1,870,000	PHA Wide Mitigation of environmental hazards		300,000
Annual	PHA Wide Mitigation of environmental hazards		300,000	PHA Wide ADA/504 accommodations		50,000
Statement	PHA Wide ADA/504 accommodations		50,000	Arlington Ct/WI002000013 site improvements, parking lot and driveway improvements		8,000
	PHA Wide Force Account Labor (Painters, Carpenters, HVAC Mechanics)		20,000	Becher Ct/WI002000018 site improvements, parking lot and driveway improvements		8,000
	PHA Wide Cost effective energy improvements including replacement of eligible vehicles and/or recommendations in energy audit		10,000	Carver Park/WI002000046 site improvements, parking lot and driveway improvements		8,000
				Cherry Ct/WI002000064 site improvements, parking lot and driveway improvements		8,000
				College Ct/WI002000011 site improvements, parking lot and driveway improvements		8,000

				Convent Hill/WI002000065 site improvements, parking lot and driveway improvements		8,000
				Highland Homes/WI002000060 site improvements, parking lot and driveway improvements		8,000
				Hillside Tr/WI002000001 site improvements, parking lot and driveway improvements		8,000
				Holton Tr/WI002000008 site improvements, parking lot and driveway improvements		8,000
				Lapham Park/WI002000005 site improvements, parking lot and driveway improvements		8,000
				Lincoln Ct/WI002000019 site improvements, parking lot and driveway improvements		8,000
				Locust Ct/WI002000015 site improvements, parking lot and driveway improvements		8,000
				Merrill Pk/WI002000091 site improvements, parking lot and driveway improvements		8,000
				Mitchell Ct/WI002000017 site improvements, parking lot and driveway improvements		8,000
				Parklawn/WI002000007 site improvements, parking lot and driveway improvements		8,000
				Riverview/WI002000062 site improvements, parking lot and driveway improvements		8,000
				Scat Site N&W/WI002000016 site improvements, parking lot and driveway improvements		8,000
				Scat Site South/WI002000061 site improvements, parking lot and driveway improvements		8,000

				Westlawn/WI002000002 site improvements, parking lot and driveway improvements		8,000
				Arlington Ct/WI002000013 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		79,000

				Becher Ct/WI002000018 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		83,000
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				Carver Park/WI002000046 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		79,000
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				Cherry Ct/WI002000064 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		83,000
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				College Ct/WI002000011 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		84,000
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				Convent Hill/WI002000065 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		92,000
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				Highland Homes/WI002000060 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		84,000
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				Hillside Tr/WI002000001 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		92,000
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				Holton Tr/WI002000008 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		104,000
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				Lapham Park/WI002000005 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		104,000
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				Lincoln Ct/WI002000019 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		88,000
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				Locust Ct/WI002000015 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		84,000
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				Merrill Pk/WI002000091 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		84,000
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				Mitchell Ct/WI002000017 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		88,000
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				Parklawn/WI002000007 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		60,000
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				Riverview/WI002000062 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		84,000
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				Scat Site N&W/WI002000016 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		76,000
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				Scat Site South/WI002000061 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		66,000
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				Westlawn/WI002000002 common areas improvements, camera surveillance, card access, security system hardware, fire alarm/help call system improvements, fire protection improvements, stairwell pressurization system, elevator modernization, elevator control room modifications, roofing, roofing repairs, flashing, gutters/downspouts, tuckpointing and exterior cladding, chimney repair and replacement, electrical distribution system, interior and exterior lighting, HVAC improvements, domestic water and drain/waste/vent improvements, bathroom modernization, kitchen modernization, flooring repair and replacemen, ceiling repair and replacement, interior and exterior door and door hardware, window and window hardware, façade restoration, penthouse improvements		64,000
				Arlington Ct/WI002000013 trash compactor improvements		4,000
				Becher Ct/WI002000018 trash compactor improvements, washers/dryers for common laundry rooms		4,000
				Cherry Ct/WI002000064 trash compactor improvements		4,000
				College Ct/WI002000011 trash compactor improvements		4,000
				Convent Hill/WI002000065 trash compactor improvements		4,000

**Capital Fund Program—Five-Year Action Plan**

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				Hillside Tr/WI002000001 trash compactor improvements		4,000
				Holton Tr/WI002000008 trash compactor improvements		4,000
				Lapham Park/WI002000005 trash compactor improvements		4,000
				Lincoln Ct/WI002000019 trash compactor improvements		4,000
				Locust Ct/WI002000015 trash compactor improvements		4,000
				Merrill Pk/WI002000091 trash compactor improvements		4,000
				Mitchell Ct/WI002000017 trash compactor improvements		4,000
				Riverview/WI002000062 trash compactor improvements		4,000
				PHA Wide Force Account Labor (Painters, Carpenters, HVAC Mechanics)		20,000
				PHA Wide Cost effective energy improvements including replacement of eligible vehicles and/or recommendations in energy audit		10,000
			Subtotal of Estimated Cost	\$2,250,000	Subtotal of Estimated Cost	\$2,162,000





Annual Statement/Performance and Evaluation Report  
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 Capital Fund Financing Program

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

<b>Part I: Summary</b>		<b>FFY of Grant: 2009</b>	
PHA Name: Housing Authority of the City of Milwaukee		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: W139P00250109		Replacement Housing Factor Grant No:	
Date of CFFP: 9/15/09			

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report		Obligated	Total Actual Cost <sup>1</sup> Expended
			Original	Revised <sup>2</sup>		
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		1,358,425	1,358,425		
3	1408 Management Improvements		20,000	643,657		
4	1410 Administration (may not exceed 10% of line 21)		679,212	679,212		
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		0	150,000		
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures		0	2,440,000		
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 <sup>4</sup>					

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

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

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Milwaukee	Grant Type and Number Capital Fund Program Grant No: W13900250109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Type of Grant  
 Original Annual Statement  
 Performance and Evaluation Report for Period Ending:  
 Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: 1 )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	\$4,734,490	1,520,833		
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)	\$6,792,127	\$6,792,127		
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 10/1/09 Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
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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 the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: W139P00250109 CFRP (Yes/ No): 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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Operations	Operations	1406		1,358,425	1,358,425			
Management Improvements PHA-Wide	Management Improvements include security stctivities to address management deficiencies, including a compensation analysis, security staff; resident initiatives coordinator/consultant, management improvements consultant, resident employment, job training and economic development, including recycling program and youth employment	1408		\$ 20,000	643,657			
Administration PHA-Wide	Administration includes Project analyst, construction management, contract administration, city attorney, and administrative assistant	1410		679,212	679,212			
W1002000018	Construction financing for the development of Olga Village, which will replace 37 units at Becher Cour	1501		4,734,490	1,520,833			
W1002000013 Arlington Court	Upgrade elevators	1460	0	0	610,000			
W100200001P Hillside Terrace	Upgrade elevators	1460	0	0	610,000			
W1002000015 Locust Court	Upgrade elevators	1460	0	0	610,000			
W10020000062P Riverview	Upgrad elevators	1460	0	0	610,000			
PHA-Wide	Architectural & Engineering Services (includes Housing Authority staff who provide construction inspection services)	1430	0	0	150,000			





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<b>Part I: Summary</b>		<b>PHA Name: Housing Authority of the City of Milwaukee</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: W139R00250109 Date of CFFP: 9/15/09		<b>FY of Grant: 2009</b> <b>FY of Grant Approval:</b>	
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFF Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 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 <sup>4</sup>						

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

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

Part I: Summary		FFY of Grant:			
PHA Name: Housing Authority of the City of Milwaukee	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: W/39R00250109 Date of CFP:	FFY of Grant Approval:			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	Original \$633,687			
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)	\$633,687			
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		Date
		9/11/24			

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





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<b>Part I: Summary</b>		<b>PHA Name: Housing Authority of the City of Milwaukee</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: W139R00250209 Date of CFFP: 9/15/09		<b>FY of Grant: 2009</b> <b>FY of Grant Approval:</b>	
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 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 <sup>4</sup>						

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

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 Expires 4/30/2011

Part I: Summary		FFY of Grant: FFY of Grant Approval:			
PHA Name: Housing Authority of the City of Milwaukee	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: W139R00250209 Date of CFFP:				
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	\$252,069			
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)	\$252,069			
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 9/12/09	Signature of Public Housing Director		Date

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





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<b>Part I: Summary</b>		<b>FFY of Grant: 2009</b>	
PHA Name: Housing Authority of the City of Milwaukee		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: WT39S002502-09 Replacement Housing Factor Grant No: Date of CFFP:			

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-09	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	Revised Annual Statement (revision no: )		Obligated	Total Actual Cost <sup>1</sup> Expended
			Original	Revised <sup>2</sup>		
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit	612,771	612,771	612,771	0	
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition	1,000,000	1,000,000	435,409	74,574	
9	1450 Site Improvement					
10	1460 Dwelling Structures	50,000	50,000			
11	1465.1 Dwelling Equipment—None expendable	6,625,000	6,625,000			
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment	25,000	25,000			
14	1485 Demolition	600,000	600,000			
15	1485 Demolition	400,000	400,000			
16	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>	1,000,000	1,000,000			

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

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 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2009</b>	
<b>PHA Name:</b> Housing Authority of the City of Milwaukee	<b>Grant Type and Number</b> Capital Fund Program Grant No. WI39S002502-09 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant Approval: 2009</b>	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	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)	10,312,771	10,312,771	1,048,180	74,574
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities		705,000		
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs	100,000	502,500		
25	Amount of line 20 Related to Energy Conservation Measures	500,000	1,230,000		
<b>Signature of Executive Director</b>		<b>Date</b>	<b>Signature of Public Housing Director</b>		<b>Date</b>

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: American Recovery & Reinvestment Act of 2009 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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
PHA-Wide	Administration, including outside legal counsel and two construction/project managers	1410		612,771	612,771	612,771	0
PHA-Wide	Architectural & Engineering Services	1430		1,000,000	1,000,000	435,409	74,574
WI39P002029 / Becher Court Addition	Substantially modernize the Becher Court Annex, including implementing recommendations in the energy audit	1460		1,500,000	1,500,000		
WI002012 / College Court	Substantially modernize College Court, including implementing recommendations in the energy audit	1460		1,500,000	1,500,000		
WI002005 / Lapham Park	Substantially modernize the Lapham Park highrise, including site improvement	1460		1,600,000	1,600,000		
WI002002 / Westlawn	Revitalization of Westlawn	1460		1,500,000	1,500,000		
PHA-Wide	Upgrade Trash Compactors	1460		250,000	250,000		
WI002018 / Becher Ct	Demolition of Becher Court Tower	1485		400,000	400,000		
WI002018 / Becher Ct	Becher Court Replacement Housing	1499		950,000	950,000		
PHA-Wide	Replace obsolete vehicles w/ new and/or more energy efficient transportation	1475		500,000	500,000		
WI002003 / Convent Hill	Site improvements on the former site of the Convent Hill highrise	1450		50,000	50,000		
PHA-Wide	Lighting protection at highrises	1460		50,000	50,000		
PHA-Wide	Upgrade card access/camera surveillance	1475		100,000	100,000		
PHA-Wide	Improve/repair facades at highrises	1460		150,000	150,000		
PHA-Wide	Upgrade HVAC in highrises	1460		75,000	75,000		
PHA-Wide	Upgrade HVAC in non-dwelling structures	1470		25,000	25,000		
PHA-Wide	Vacant Unit Repairs	1460		50,000	50,000		





<sup>1</sup> 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.



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 Housing and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2009</b>	
<b>PHA Name: Housing Authority of the City of Milwaukee</b>		<b>FFY of Grant Approval: 2009</b>	
<b>Grant Type and Number</b> Capital Fund Program Grant No: WI39S00250109 Replacement Housing Factor Grant No:			
<b>Date of CFFP:</b>			

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:2 ) <input checked="" type="checkbox"/> Final Performance and Evaluation Report		Obligated	Total Actual Cost <sup>1</sup> Expended
			Original	Revised <sup>2</sup>		
1	Total non-CFF Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)		612,771	612,771		
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		1,000,000	970,253		
8	1440 Site Acquisition					
9	1450 Site Improvement		50,000	0		
10	1460 Dwelling Structures		6,675,000	6,113,021		
11	1465.1 Dwelling Equipment—Nonependable					
12	1470 Non-dwelling Structures		25,000	0		
13	1475 Non-dwelling Equipment		600,000	0		
14	1485 Demolition		400,000	450,000		
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>		950,000	2,166,726		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> 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

<b>Part I: Summary</b>		FFY of Grant: 2009
PHA Name: Housing Authority of the City of Milwaukee	Grant Type and Number Capital Fund Program Grant No: W139S00250109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009

Type of Grant  
 Original Annual Statement  
 Performance and Evaluation Report for Period Ending:  Reserve for Disasters/Emergencies  
 Revised Annual Statement (revision no: 2 )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	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)	10,312,771	10,312,771				
21	Amount of line 20 Related to LBP Activities		13,500				
22	Amount of line 20 Related to Section 504 Activities		772,400				
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs	100,000	386,200				
25	Amount of line 20 Related to Energy Conservation Measures	500,000	772,400				
Signature of Executive Director		Date		Signature of Public Housing Director		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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 II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2009		Status of Work	
PHA Name: Housing Authority of the City of Milwaukee		Capital Fund Program Grant No. W139S00250109		CFPP (Yes/ No):		Replacement Housing Factor Grant No:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Revised <sup>1</sup>	Total Actual Cost	Status of Work
				Original		Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
PHA-Wide	Administration, including outside legal counsel and two Housing Authority construction/project managers	1410		612,771	612,771		
PHA-Wide	Architectural & Engineering Services (includes Housing Authority staff who provide construction inspection services)	1430		1,000,000	970,253		
W139P002029 / Becher Court Addition	Substantially modernize the Becher Court Annex, including implementing recommendations in the energy audit (may include force account labor)	1460		1,500,000	0		
W1002012 / College Court	Substantially modernize College Court, including implementing recommendations in the energy audit (may include force account labor)	1460		1,500,000	1,000,000		
W1002005 / Lapham Park	Substantially modernize the Lapham Park highrise, including site improvement (may include force account labor)	1460		1,600,000	1,250,000		
W1002002 / Westlawn	Revitalization of Westlawn (may include force account labor)	1460		1,500,000	0		
PHA-Wide	Upgrade Trash Compactors (may include force account labor)	1460		250,000	400,000		
W1002018 / Becher Ct	Demolition of Becher Court Tower (may include force account labor)	1485		400,000	450,000		
W1002018 / Becher Ct	Becher Court Replacement Housing (Olga Village)	1499		950,000	2,166,726		
PHA-Wide	Replace obsolete vehicles w/ new and/or more energy efficient transportation	1475		500,000	0		
W1002003 / Convent Hill	Site improvements on the former site of the Convent Hill highrise (may include	1450		50,000	0		







<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Milwaukee			Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,374,100	1,431,955	1,431,955	1,431,955
3	1408 Management Improvements	1,374,100	1,431,955	0	0
4	1410 Administration	122,000	715,978	715,978	715,978
5	1411 Audit	10,000	10,000	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	800,000	800,000	67,537	67,537
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,270,000	1,476,022	569,570	569,570
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	380,000	380,000	0	0
13	1475 Non-dwelling Equipment				
14	1485 Demolition	0	400,000	0	0
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	100,000	100,000	0	0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	1,350,000	323,563	0	0
20	1502 Contingency	90,303	90,303	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	6,870,503	7,159,776	2,785,040	2,785,040
22	Amount of line 21 Related to LBP Activities	15,000	35,000	0	0
23	Amount of line 21 Related to Section 504 compliance	60,000	60,000	0	0
24	Amount of line 21 Related to Security – Soft Costs	1,244,100	1,185,065	0	0
25	Amount of Line 21 Related to Security – Hard Costs	35,000	35,000	0	0
26	Amount of line 21 Related to Energy Conservation	705,000	311,022	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations PHA-Wide	Operation	1406		1,374,100	1,431,955	1,431,955	1,431,966	completed
Management Improvements PHA-Wide	Security Staff Resident initiatives coordinator/consultant Management improv consultant Resident employment, job training and economic development, including: construction-inspection recycling program youth employment	1408		1,244,100 35,000 15,000 50,000 0 30,000	1,185,065 50,000 0 42,890 109,000 45,000			
Administration PHA-Wide	Project analyst, construction manager, contract administration, construction management, city attorney, and administrative assistant	1410		122,000	715,978	715,978	715,978	completed
Audit		1411		10,000	10,000	0	0	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Fees and Costs PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		800,000	800,000	67,537	67,537	in process
Arlington Court WI002000013P	Penthouse improvements	1460		30,000	30,000			
Hillside Terrace and Addition WI002000001P	Common areas improvements	1460		100,000	100,000			
Lapham Park/ Scattered Sites WI002000005P	Fire protection improvements	1460		30,000	30,000			
Lincoln Court WI002000019P	Penthouse improvements	1460		30,000	30,000			
Locust Court WI002000015P	Penthouse improvements	1460		30,000	30,000			
Westlawn WI002000002P	Electrical distribution system	1460		700,000	106,022	569,570	569,570	in process
	Furnace replacement	1460		0	800,000			
PHA-Wide	Mitigation of environment hazards	1460		300,000	300,000			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	ADA/504 Accommodations	1460		50,000	50,000			
College Court WI002000011P	Garage improvements	1470		30,000	30,000			
Parklawn WI002000007P	YMCA improvements Community building improvements	1470		100,000 50,000	100,000 50,000			
Central Support/ Community Services WI002009999P	Central Support improvements	1470		200,000	200,000			
Scattered Sites WI002000010P	Remediation and demolition of obsolete units	1485		0	370,000			
Scattered Sites WI002000016P	Remediation and demolition of obsolete units	1485		0	30,000			
Relocation Costs		1495.1		100,000	100,000			
Collateralization or Debt Service		1501		1,350,000	323,563			
Contingency		1502		90,303	90,303			

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: WI39P002050108 Replacement Housing Factor No:					Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Arlington Court WI002000013P	9/15/10	6/12/10		9/15/12	6/12/12			
College Court WI002000011P	9/15/10	6/12/10		9/15/12	6/12/12			
Hillside Terrace and Addition WI002000001P	9/15/10	6/12/10		9/15/12	6/12/12			
Lapham Park/ Scattered Sites WI002000005P	9/15/10	6/12/10		9/15/12	6/12/12			
Lincoln Court WI002000019P	9/15/10	6/12/10		9/15/12	6/12/12			
Locust Court WI002000015P	9/15/10	6/12/10		9/15/12	6/12/12			
Parklawn WI002000007P	9/15/10	6/12/10		9/15/12	6/12/12			
Westlawn WI002000002P	9/15/10	6/12/10		9/15/12	6/12/12			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: WI39P002050108 Replacement Housing Factor No:					Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Central Support/ Community Services WI002009999P	9/15/10	6/12/10		9/15/12	6/12/12			
Scattered Sites WI002000010P		6/12/10			6/12/12			
Scattered Sites WI002000016P		6/12/10			6/12/12			
PHA-Wide	9/15/10	6/12/10		9/15/12	6/12/12			

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Milwaukee			Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: )2 <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,374,100	1,431,955	1,431,955	1,431,955
3	1408 Management Improvements	1,374,100	624,011	0	0
4	1410 Administration	122,000	715,978	715,978	715,978
5	1411 Audit	10,000	10,000	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	800,000	250,000	67,537	67,537
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,270,000	759,570	569,570	569,570
11	1465.1 Dwelling Equipment—Nonexpendable	0	250,000	0	0
12	1470 Non-dwelling Structures	380,000	0	0	0
13	1475 Non-dwelling Equipment				
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	100,000	0	0	0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	1,350,000	3,118,262	0	0
20	1502 Contingency	90,303	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	6,870,503	7,159,776	2,785,040	2,785,040
22	Amount of line 21 Related to LBP Activities	15,000	35,000		
23	Amount of line 21 Related to Section 504 compliance	60,000	60,000		
24	Amount of line 21 Related to Security – Soft Costs	1,244,100	1,185,065		
25	Amount of Line 21 Related to Security – Hard Costs	35,000	35,000		
26	Amount of line 21 Related to Energy Conservation	705,000	1,505,000		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations PHA-Wide	Operation	1406		1,374,100	1,431,955	1,431,955	1,431,966	completed
Management Improvements PHA-Wide	Security Staff Resident initiatives coordinator/consultant Management improv consultant Resident employment, job training and economic development, including: construction-inspection recycling program youth employment	1408		1,244,100 35,000 15,000 50,000 0 30,000	436,121 50,000 0 42,890 50,000 45,000			
Administration PHA-Wide	Project analyst, construction manager, contract administration, construction management, city attorney, and administrative assistant	1410		122,000	715,978	715,978	715,978	completed
Audit		1411		10,000	10,000	0	0	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Fees and Costs PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		800,000	250,000	67,537	67,537	in process
Arlington Court WI002000013P	Penthouse improvements	1460		30,000	30,000			
Hillside Terrace and Addition WI002000001P	Common areas improvements	1460		100,000	0			
Lapham Park/ Scattered Sites WI002000005P	Fire protection improvements	1460		30,000	0			
Lincoln Court WI002000019P	Penthouse improvements	1460		30,000	30,000			
Locust Court WI002000015P	Penthouse improvements	1460		30,000	30,000			
Westlawn WI002000002P	Electrical distribution system	1460		700,000	0			
	Furnace replacement	1460		0	569,570	569,570	569,570	Completed
PHA-Wide	Mitigation of environment hazards	1460		300,000	50,000			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	ADA/504 Accommodations	1460		50,000	50,000			
PHA-Wide	Trash compactor upgrades	1465.1		0	250,000			
College Court WI002000011P	Garage improvements	1470		30,000	0			
Parklawn WI002000007P	YMCA improvements Community building improvements	1470		100,000 50,000	0 0			
Central Support/ Community Services WI002009999P	Central Support improvements	1470		200,000	0			
Scattered Sites WI002000010P	Remediation and demolition of obsolete units	1485		0	0			
Scattered Sites WI002000016P	Remediation and demolition of obsolete units	1485		0	0			
Relocation Costs		1495.1		100,000	0			
Collateralization or Debt Service		1501		1,350,000	3,118,262			
Contingency		1502		90,303	0			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: WI39P002050108 Replacement Housing Factor No:					Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Arlington Court WI002000013P	9/15/10	6/12/10		9/15/12	6/12/12			
College Court WI002000011P	9/15/10	6/12/10		9/15/12	6/12/12			
Hillside Terrace and Addition WI002000001P	9/15/10	6/12/10		9/15/12	6/12/12			
Lapham Park/ Scattered Sites WI002000005P	9/15/10	6/12/10		9/15/12	6/12/12			
Lincoln Court WI002000019P	9/15/10	6/12/10		9/15/12	6/12/12			
Locust Court WI002000015P	9/15/10	6/12/10		9/15/12	6/12/12			
Parklawn WI002000007P	9/15/10	6/12/10		9/15/12	6/12/12			
Westlawn WI002000002P	9/15/10	6/12/10		9/15/12	6/12/12			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: WI39P002050108 Replacement Housing Factor No:					Federal FY of Grant: 2008
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Central Support/ Community Services WI002009999P	9/15/10	6/12/10		9/15/12	6/12/12		
Scattered Sites WI002000010P		6/12/10			6/12/12		
Scattered Sites WI002000016P		6/12/10			6/12/12		
PHA-Wide	9/15/10	6/12/10		9/15/12	6/12/12		

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Milwaukee			Grant Type and Number Capital Fund Program Grant No: WI39P00250107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,364,800	1,374,100	1,374,100	1,374,100
3	1408 Management Improvements	1,364,800	1,374,100	1,374,100	545,864
4	1410 Administration	117,431	687,050	687,050	687,050
5	1411 Audit	10,000	10,000	0	0
6	1415 Liquidated Damages				
7	1430 Fees and Costs	800,000	800,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,650,000	1,650,000	2,592	254
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	100,000	100,000	0	0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	1,350,000	780,381	0	0
20	1502 Contingency	94,872	94,872	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	6,870,573	6,870,503	3,437,842	2,607,268
22	Amount of line 21 Related to LBP Activities	15,000	15,000	0	0
23	Amount of line 21 Related to Section 504 compliance	110,000	110,000	238	0
24	Amount of line 21 Related to Security – Soft Costs	1,244,100	1,374,100	1,374,100	545,864
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	60,000	60,000	238	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Management Improvements/Soft Costs	Security Staff Youth services coordinator Resident initiatives Resident initiatives Coordinator/Consultant Resident Employment, Job Training and Economic Development, including: Construction-Inspection Team Recycling Program Youth Employment	1408		1,374,100	1,374,100	1,374,100	545,864	In-process
Operations/PHA-Wide	Operation	1406		1,374,100	1,374,100	1,374,100	1,374,100	completed
Administration/PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		117,431	687,050	687,050	687,050	completed
Audit		1411		10,000	10,000	0	0	
Architectural and Engineering Fees/PHA-Wide	Architectural and engineering fees for design, bidding documents and inspection	1430		800,000	800,000	0	0	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Arlington Court WI002000013P	Elevator modernization, elevator control room modifications Façade restoration	1460		150,000	150,000	0	0	
				125,000	125,000	0	0	
College Court WI002000011P	Ceiling replacement	1460		0	0			
Hillside Terrace and Addition WI002000001P	Elevator modernization, elevator control room modifications Facade restoration (highrise)	1460		150,000	150,000	2,337	0	In-process
				75,000	75,000	254	254	
Holton Terrace / Scattered Sites WI002000008P	Facade restoration	1460		75,000	75,000	0	0	
Lincoln Court WI002000019P	Facade restoration	1460		75,000	75,000	0	0	
Locust Court WI002000015P	Elevator modernization, elevator control room modifications Façade restoration	1460		150,000	150,000	0	0	
				125,000	125,000	0	0	
Merrill Park WI002000091P	Facade restoration	1460		75,000	75,000	0	0	
Mitchell Court WI002000017P	Facade restoration	1460		75,000	75,000	0	0	

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Riverview WI002000062P	Elevator modernization, elevator control room modifications Facade restoration	1460		150,000	150,000	0	0	
				75,000	75,000	0	0	
PHA-Wide	Mitigation of environmental hazards	1460		300,000	300,000	0	0	
PHA-Wide	ADA/504 accommodations	1460		50,000	50,000	0	0	
Relocation Costs		1495.1		100,000	100,000	0	0	
Collateralization or Debt Service		1501		1,350,000	780,381	0	0	
Contingency		1502		94,872	94,872	0	0	

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: WI39P00250107 Replacement Housing Factor No:					Federal FY of Grant:
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Arlington Court WI002000013P	9/15/09	09/12/09		9/15/11	9/12/11		
College Court WI002000011P		09/12/09			09/12/11		
Hillside Terrace and Addition WI002000001P	9/15/09	9/12/09		9/15/11	9/12/11		
Holton Terrace / Scattered Sites WI002000008P	9/15/09	9/12/09		9/15/11	9/12/11		
Lincoln Court WI002000019P	9/15/09	9/12/09		9/15/11	9/12/11		
Locust Court WI002000015P	9/15/09	9/12/09		9/15/11	9/12/11		
Merrill Park WI002000091P	9/15/09	9/12/09		9/15/11	9/12/11		
Mitchell Court WI002000017P	9/15/09	9/12/09		9/15/11	9/12/11		
Riverview WI002000062P	9/15/09	9/12/09		9/15/11	9/12/11		



<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Milwaukee		<b>Grant Type and Number</b> Capital Fund Program Grant No: WI39P00250106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,480,370	1,480,370	1,480,370	1,480,370
3	1408 Management Improvements	2,834,185	1,500,000	1,500,000	1,388,440
4	1410 Administration	740,187	740,187	740,187	511,021
5	1411 Audit	10,000	10,000	10,000	8,588
6	1415 Liquidated Damages				
7	1430 Fees and Costs	346,130	525,973	525,973	440,251
8	1440 Site Acquisition				
9	1450 Site Improvements	0	35,000	35,000	0
10	1460 Dwelling Structures	969,816	1,443,190	1,443,190	995,883
11	1465.1 Dwelling Equipment – Nonexpendable				
12	1470 Non-Dwelling Structures	0	275,000	275,000	0
13	1475 Nondwelling Equipment	0	810,000	810,000	192,026
14	1485 Demolition	254,535	562,149	562,149	536,361
15	1490 Replacement Reserve	766,646	20,000	20,000	20,000
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0	0		
18	1498 Mod Used for Development				
19	1501 Collateralization or Debt Service	0	0		
20	1502 Contingency	0	0		
21	Amount of Annual Grant: (sum of lines 2-20)	7,401,869	7,401,869	7,401,869	5,572,839
22	Amount of total grant related to LBP Activity	15,000	16,864	16,864	16,091
23	Amount of total grant related to Section 504 compliance	1,869	44,442	44,442	44,442
24	Amount of total grant related to security soft costs	2,500,000	1,452,000	1,452,000	1,370,440
25	Amount of total grant related to security hard costs	86,000	308,405	308,405	20,905
26	Amount of total grant related to energy conservation	52,000	442,805	442,805	182,588

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Operations/PHA-Wide	Operation	1406		1,480,370	1,480,370	1,480,370	1,480,370	completed
Management Improvements/ Soft Costs	Security Staff Youth services coordinator Resident initiatives Resident Initiatives Coordinator/Consultant Resident Employment, Job Training and Economic Development, including: Construction-Inspection Team Recycling Program Youth Employment Computer analysis	1408		2,834,185	1,500,000	1,500,000	1,388,440	In-process
Administration/PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, Administrative Assistant, Compensation consultant, web design consultant, and outside legal counsel	1410		740,187	740,187	740,187	511,021	In-process
Audit	Audit	1411		10,000	10,000	10,000	8,588	In-process
Architectural and Engineering Fees/PHA-Wide	Architectural and engineering fees/consultant for design, bidding documents and inspection; Energy audit; Westlawn Master Plan	1430		346,130	525,973	525,973	440,251	In-process
Parklawn WI002000007P	Site improvements, including a new sidewalk to the bus stop	1450		0	35,000	35,000	0	
Becher Court addition WI002000018P	Lightning protection	1460		0	12,000	12,000	0	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39P00250106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
College Court WI002000011P	Renovation of College Court, including elevator modernization, elevator control room modifications, lightning protection Façade restoration	1460		83,359	95,359	95,359	83,359	In-process
Hillside Terrace WI002000001P	Lightning protection	1460		0	12,000	12,000	0	
Mitchell Court WI002000017P	Lightning protection	1460		0	12,000	12,000	0	
Riverview WI002000062P	Lightning protection	1460		0	12,000	12,000	0	
Westlawn WI002000002P	Furnace replacement	1460		343,980	343,980	343,980	343,980	completed
PHA-Wide	Mitigation of Environmental Hazards	1460		142,510	155,121	155,121	143,657	In-process
PHA-Wide	ADA/504 Accommodations	1460		1,869	2,632	2,632	2,632	completed
PHA-Wide	Implement recommendations from the energy audit	1460		0	200,000	200,000	24,158	In-process
PHA-Wide	Upgrade health and safety features, including card access & camera surveillance systems	1460		0	200,000	200,000	0	
Convent Hill WI39P002003	Construction of public housing units	1460		515,309	398,098	398,098	398,098	completed
PHA-Wide	Improvements to non-dwelling structures, including roof/HVAC replacements and elevator upgrades, as well as improvement that conserve energy or improve health and safety, such as fire alarm systems	1470		0	275,000	275,000	0	
PHA-Wide	Replacement of vehicles to conserve energy	1475		0	350,000	350,000	122,498	In-process

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		<b>Grant Type and Number</b> Capital Fund Program Grant No: WI39P00250106 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Computer upgrades	1475		0	380,000	380,000	69,528	In-process
PHA-Wide	Upgrade furnishings/public spaces using art and restored historical artifacts	1475		0	80,000	80,000	0	
PHA-Wide Replacement Reserves		1490		766,646	20,000	20,000	20,000	completed
Convent Hill WI39P002003	Demolition of former highrise	1485		24,653	332,267	332,267	306,479	In-process
Highland Park WI39P002006A	Demolition of obsolete units	1485		229,882	229,882	229,882	229,882	completed

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Milwaukee			Grant Type and Number Capital Fund Program Grant No: WI39R00250108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	70,000	0		
4	1410 Administration	49,200	0		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,445	0		
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000	0		
10	1460 Dwelling Structures	241,382	0		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition	45,000	0		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	6,000	0		
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	0	492,027	492,027	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	492,027	492,027	492,027	0
22	Amount of line 21 Related to LBP Activities	2,250	0	0	0
23	Amount of line 21 Related to Section 504 compliance	24,140	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	12,070	0	0	0
26	Amount of line 21 Related to Energy Conservation	24,140	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: WI39R00250108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Management Improvements	Security Staff Resident Initiatives Coordinator/Consultant Resident Employment, Job Training and Economic Development	1408		70,000	0			
Administration PHA-Wide	Project Analyst, Construction Manager, Contract Administration, Construction Management, City Attorney, and Administrative Assistant	1410		49,200	0			
Fees and Costs	Architectural and engineering fees for design, bidding documents and inspection	1430		30,445	0			
Site Improvements	Site improvements	1450		50,000	0			
Dwelling Structures	Construction of 2 3- bedroom single family homes	1460		241,382	0			
Demolition/Remediation	Demolition/remediation needed to prepare sites	1485		45,000	0			
Relocation	Relocation expenses	1495		6,000				
	Collateralization Or Debt Service	1501		0	492,027	492,027	0	

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program No: WI39P00250108 Replacement Housing Factor No:					Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Administration	6/12/10			6/12/12				
Management Improvements	6/12/10			6/12/12				
Fees & Costs	6/12/10			6/12/12				
Dwelling Structures	6/12/10			6/12/12				
Site Improvements	6/12/10			6/12/12				
Demolition/Remediation	6/12/10			6/12/12				
Relocation	6/12/10			6/12/12				

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

<b>Part I: Summary</b>						
<b>PHA Name: Housing Authority of the City of Milwaukee</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250208 Date of CFFP:			<b>FFY of Grant: 2008</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements	70000	0			
4	1410 Administration (may not exceed 10% of line 21)	49200	0			
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	30445	0			
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	50000	0			
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition	45000	0			
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs	6000	0			
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> 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**

<b>Part I: Summary</b>						
<b>PHA Name:</b> <b>Housing Authority</b> <b>of the City of</b> <b>Milwaukee</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250208 Date of CFFP:			<b>FFY of Grant:2008</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <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 <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA	0	495416	495,416	0	
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)	495416	495416	495,416	0	
21	Amount of line 20 Related to LBP Activities	2250	0			
22	Amount of line 20 Related to Section 504 Activities	24500	0			
23	Amount of line 20 Related to Security - Soft Costs	0	0			
24	Amount of line 20 Related to Security - Hard Costs	12250	0			
25	Amount of line 20 Related to Energy Conservation Measures	24500	0			
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>		
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

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

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the City of Milwaukee		<b>Grant Type and Number</b> Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No: WI39R00250208				<b>Federal FFY of Grant: 2008</b>		
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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Management Improvements	Security Staff, Resident Initiatives	1408		70000	0			
Administration	Project Analyst, Construction Management	1410		49200	0			
Fees & Costs	Architectural & Engineering Fees	1430		30445	0			
Site Improvements	Site Improvements	1450		50000	0			
Dwelling Structures	Construction of 2-3 bedroom single family homes	1460		244771	0			
Demolition/Remediation	Demolition/remediation	1485		45000	0			
Relocation	Relocation	1495		6000	0			
	Construction financing for Mixed Finance development of 24 Scattered Sites	1501		0	495416	495,416	0	

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

<sup>2</sup> To be completed for the Performance and Evaluation Report.





**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Housing Authority of the City of Milwaukee

Grant Type and Number

Capital Fund Program Grant No:

Replacement Housing Factor Grant No: WI39R00250107

Federal FY  
of Grant:  
2007

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending: 06-30-2009  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	87,423	460	460	460
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	0	86,963	86,963	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	87,423	87,423	87,423	460
22	Amount of line 21 Related to LBP Activities		0	0	0
23	Amount of line 21 Related to Section 504 compliance		0	0	0
24	Amount of line 21 Related to Security – Soft Costs		0	0	0
25	Amount of Line 21 Related to Security – Hard Costs		0	0	0
26	Amount of line 21 Related to Energy Conservation		0	0	0



<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Housing Authority of the City of Milwaukee			Grant Type and Number Capital Fund Program Grant No: WI39R00250207 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2009 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	46,726	0		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	420,529	0		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	0	467,255	467,255	0
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	467,255	467,255	467,255	0
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	42,050	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	21,025	0	0	0
26	Amount of line 21 Related to Energy Conservation	42,050	0	0	0



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

<b>PHA Name:</b> Housing Authority of the City of Milwaukee		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: WI39R00250206			<b>Federal FY of Grant:</b> 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements					
4	1410 Administration	64,954	23,077	23,077	23,077	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs (A&E Fees)	40,692	40,692	40,692	40,692	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	380,900	380,900	380,900	380,900	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service	0	41,877	41,877	0	
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	486,546	486,546	486,546	444,669	
22	Amount of line 21 Related to LBP Activities		0	0	0	
23	Amount of line 21 Related to Section 504 compliance		38,090	38,090	38,090	
24	Amount of line 21 Related to Security – Soft Costs		0	0	0	
25	Amount of Line 21 Related to Security – Hard Costs		19,045	19,045	19,045	
26	Amount of line 21 Related to Energy Conservation Measures		38,090	38,090	38,090	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: <b>WI39R00250206</b>				<b>Federal FY of Grant: 2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration/ PHA-Wide	Project Analyst, , Contract Administration, City Attorney, and Administrative Assistant	1410		64,957	23,077	23,077	23,077	completed
Architectural and Engineering Fees PHA-Wide	Architectural and engineering fees for design, bid documents and inspection	1430		40,692	40,692	40,692	40,692	completed
	New construction of 3 public housing units at Convent and 1 3-bedroom Scattered Sites	1460		380,900	380,900	380,900	380,900	completed
	Collateralization or Debt Service Paid by PHA	1501		0	41,877	41,877	0	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name:  
Housing Authority of the City of Milwaukee

Grant Type and Number  
Capital Fund Program Grant No:  
Replacement Housing Factor Grant No: W139R00250206

Federal FY of Grant:  
2006

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:)  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Original	Revised	Obligated	Expended
		Total Estimated Cost		Total Actual Cost	
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	64,954	23,077	23,077	23,077
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs (A&E Fees)	40,692	40,692	40,692	40,692
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	380,900	380,900	380,900	380,900
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	0	41,877	41,877	41,877
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	486,546	486,546	486,546	486,586
22	Amount of line 21 Related to LBP Activities		0	0	0
23	Amount of line 21 Related to Section 504 compliance		38,090	38,090	38,090
24	Amount of line 21 Related to Security – Soft Costs		0	0	0
25	Amount of line 21 Related to Security – Hard Costs		19,045	19,045	19,045
26	Amount of line 21 Related to Energy Conservation Measures		38,090	38,090	38,090

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Milwaukee		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: W139R00250206				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration/ PHA-Wide	Project Analyst, Contract Administration, City Attorney, and Administrative Assistant	1410		64,957	23,077	23,077	23,077	completed
Architectural and Engineering Fees PHA-Wide	Architectural and engineering fees for design, bid documents and inspection	1430		40,692	40,692	40,692	40,692	completed
	New construction of 3 public housing units at Convent and 1 3-bedroom Scattered Sites	1460		380,900	380,900	380,900	380,900	completed
	Collateralization or Debt Service Paid by PHA	1501		0	41,877	41,877	0	

**Standard PHA Plan  
PHA Certifications of Compliance**

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

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

*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 standard Annual,  standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 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 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.
4. 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.
5. The PHA 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.
6. 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.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - 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).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

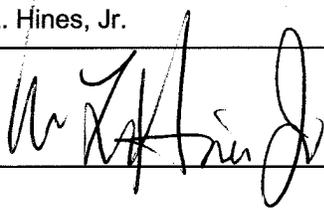
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. 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.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. 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) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. 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.
21. 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.

Housing Authority of the City of Milwaukee  
 PHA Name

WI002  
 PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20\_\_
- Standard Five-Year PHA Plan for Fiscal Years 20<sup>10</sup> - 20<sup>14</sup>, including Annual Plan for FY 20<sup>10</sup>
- Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

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	Title
Willie L. Hines, Jr.	PHA Board Chair
Signature	Date
X 	9/22/09

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Milwaukee

Program/Activity Receiving Federal Grant Funding

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.)

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

Antonio M. Perez

Title

Secretary-Executive Director

Signature

Date

X

9/22/09

# 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 the City of Milwaukee

Program/Activity Receiving Federal Grant Funding

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)

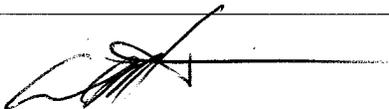
Name of Authorized Official

Antonio M. Perz

Title

Secretary-Executive Director

Signature



Date (mm/dd/yyyy)

10/16/2009

## DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <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	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Housing Authority of the City of Milwaukee 809 N. Broadway Milwaukee, WI 53202  <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b>  U.S. Dept of Housing & Urban Development	<b>7. Federal Program Name/Description:</b>   CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>  N/A	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>  N/A	
<b>11.</b> 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.	<b>Signature:</b>  <b>Print Name:</b> Antonio M. Perez <b>Title:</b> Secretary-Executive Director <b>Telephone No.:</b> 414.286.5670 <b>Date:</b> 10/16/2009	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Section 11 (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.

The Resident Advisory Board reviewed the sections of the Agency Plan at their August 27, 2009 and September 24, 2009 meetings. When reviewing the goals for 2010, the RAB had concerns about several goals. HACM's intentions on goals to "submit an application to convert public housing units to project based Section 8" and to "submit acquisition plans for developing public housing" could not be sufficiently explained by HACM staff who attended the meeting. The RAB expressed concern and are not supportive of any further loss of public housing units at a time when the need continues to rise. The RAB requested both goals be removed. The RAB also requested that the goal to "develop and implement a Phase II redevelopment plan for the Convent Hill site" include an additional statement that residents be involved in the planning process. With these suggested changes, the RAB voted to approve the Housing Authority's submission of the 2010 Agency Plan. HACM made by suggested changes to the 2010 goals: the two goals were removed that the RAB requested and the Convent Hill goal was amended to include assurance of resident participation in the planning process.



# **HOUSING AUTHORITY OF THE CITY OF MILWAUKEE**

## **ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)**

+

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

## **ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

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

### **1.0 FAIR HOUSING**

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

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

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

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

### **2.0 REASONABLE ACCOMMODATION**

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

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

## **2.1 COMMUNICATION**

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

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

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

## **2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION**

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

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

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

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, HACM will require documentation that the requested accommodation is needed due to the disability. HACM will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
1. Would the accommodation constitute a fundamental alteration? HACM's business is housing. If the request would alter the fundamental business that the housing authority conducts, that would not be reasonable. For instance, we would deny a request to have the staff do grocery shopping for a person with disabilities.

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

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

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

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

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

### **3.0 FAMILY OUTREACH**

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

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

### **4.0 RIGHT TO PRIVACY**

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

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

## **5.0 REQUIRED POSTINGS**

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

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

## **6.0 TAKING APPLICATIONS**

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

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

HACM shall do its best, within reason, to assist people with Limited English Proficiency (LEP). This shall be accomplished by assessing the need of LEP persons using the following four factors in deciding what to do:

- A. The number or proportion of LEP persons served or encountered in the eligible service area;
- B. The frequency with which LEP individuals come in contact with the program;
- C. The nature and importance of the program, activity, or service provided by the program; and
- D. The resources available to HACM and costs.

In addition, HACM will endeavor to have bilingual staff or access to people who speak languages other than English. Finally, HACM shall utilize multilingual "I speak" cards to the maximum degree possible.

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

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

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

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

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

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

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

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting

list. HACM will ensure the verification of all eligibility factors in order to determine the family's final eligibility for admission into the Public Housing Program.

## **7.0 ELIGIBILITY FOR ADMISSION**

### **7.1 INTRODUCTION**

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

### **7.2 ELIGIBILITY CRITERIA**

#### **A. Family status.**

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

- c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.
- 4. A **disabled family**, which is:
  - a. A family whose head, spouse, or sole member is a person with disabilities;
  - b. Two or more persons with disabilities living together; or
  - c. One or more persons with disabilities living with one or more live-in aides.
- 5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- 6. A **remaining member of a resident family**.
- 7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a resident family.

B. Public Housing Income eligibility

- 1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
- 2. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
- 3. Income limits apply only at admission and are not applicable for continued occupancy.
- 4. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of HACM.
- 5. Income limit restrictions do not apply to families transferring within our

## Public Housing Program.

### D. Tax Credit Income Eligibility

1. To be eligible for admission to the unit, the family's annual income must be within the limits established for the Low Income Housing Tax Credit Program.
2. Income Limits for the units apply both at the time of admission and are also applicable at the time of annual re-certification.
3. Applicants who apply for admission to any public housing unit at a low income housing tax building must meet the eligibility tests set forth herein before any further screening steps are undertaken. These requirements cannot be waived, nor are they subject to mitigating circumstances.
4. An applicant for admission to any unit must meet all statutory and regulatory eligibility requirements for admission, except to the extent that any such requirements may be made applicable to, or modified with respect to, units in a mixed finance development. As of this date such requirements include the following:
  - a. The applicant must be an elderly family and must be income-eligible.
  - b. An income-eligible family is a family whose annual income does not exceed the applicable low-income family income limit for the family size in the area as published periodically by HUD and/or Wisconsin Housing and Economic Development Authority (WHEDA, or its successor).

### E. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)) or a citizen of the Republic of Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam.
2. Family eligibility for assistance.
  - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.

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

F. Social Security Number Documentation

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

G. Signing Consent Forms

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

**7.3 SUITABILITY**

- A. Applicant families will be evaluated to determine whether, based on their recent

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

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

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

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

1. A credit check of the head, spouse and co-head; and all persons over the age of 18.
2. A rental history check of all adult family members;
3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the

individual has lived outside the local area, HACM may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing or public housing units located in Low Income Housing Tax Credit (LIHTC) properties.

#### **7.4 GROUND S FOR DENIAL**

HACM is not required or obligated to assist applicants who:

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

distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. HACM may waive this requirement if:
  - 1. The person demonstrates to HACM's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  - 3. Has otherwise been rehabilitated successfully; or
  - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any HACM staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. For public housing units located in a Low Income Housing Tax Credit property, any household member expected to be living in the unit evicted from any property;
- P. Have a family household member who has been terminated under the voucher program;
- Q. Have an outstanding warrant under any relevant police jurisdiction;
- R. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- S. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

## **7.5 INFORMAL REVIEW**

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

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

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

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

## **8.0 MANAGING THE WAITING LIST**

### **8.1 *OPENING AND CLOSING THE WAITING LIST***

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

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

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

### **8.2 *ORGANIZATION OF THE WAITING LIST***

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

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

### **8.3 FAMILIES NEARING THE TOP OF THE WAITING LIST**

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

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

### **8.4 PURGING THE WAITING LIST**

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

### **8.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST**

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

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

### **8.6 MISSED APPOINTMENTS**

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

## **9.0 TENANT SELECTION AND ASSIGNMENT PLAN**

### **9.1 PREFERENCES**

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

- A. Most in need (Also referred to as 'Catastrophic Life')
- B. Broad range of income
- C. Placement from HACM-owned nonsubsidized housing
- D. Designated housing
- E. All others

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, preference B families will be offered housing before any families in preference C, and preference C families will be offered housing before any families in preference D.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

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

**Buildings Designed for the Elderly and Disabled:** The following buildings have units that have been approved by HUD as being designated for elderly only: Arlington Court, Cherry Court, College Court, Highland Gardens, Hillside Terrace, Holton Terrace, Lincoln Court, Locust Court, Merrill Park, Mitchell Court and Riverview. In filling vacancies in these developments, equal preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above

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

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments who may benefit from the accessible unit. If there are no families residing in the other developments needing the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible

features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at HACM’s expense) if, at a future time, a family requiring an accessible feature applies or a family requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30-day notice.

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

**9.2 ASSIGNMENT OF BEDROOM SIZES**

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

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

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

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

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

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

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

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. HACM will allow the smaller size unit so long as the occupancy will not violate the city building code. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 3 years or until the family size changes, whichever may occur first.
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. HACM will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

### **9.3 *SELECTION FROM THE WAITING LIST***

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

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

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

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

No applicant for public housing who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

#### **9.4 DECONCENTRATION POLICY**

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

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

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

#### **9.5 DECONCENTRATION INCENTIVES**

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

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

#### **9.6 OFFER OF A UNIT**

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

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

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

#### **9.7 REJECTION OF UNIT**

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

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

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

#### **9.8 ACCEPTANCE OF UNIT**

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

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

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

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

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

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

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

## **10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME**

To determine annual income HACM counts the income of all family members, excluding the types and sources of income that are specifically excluded. HACM will calculate income using the exact amount of dollars and cents and will not round any money amounts. Once the annual income is determined, HACM subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

### **10.1 ANNUAL INCOME**

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

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

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commission, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal

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

- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare Assistance
  - 1. Welfare assistance payments
    - a. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:
      - i: Qualify as assistance under the TANF program definition at 45 CFR 260.31; and
      - ii: Are not otherwise excluded under paragraph Section 10.2 of this Policy.
    - b. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
      - i: The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

- ii: The maximum amount that the welfare assistance agency could, in fact, allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

## **10.2 EXCLUSIONS FROM ANNUAL INCOME**

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the resident family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
  - 1. Amounts received under training programs funded by HUD;
  - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and

benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the housing authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
5. Incremental earnings and benefits received by any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
6. Temporary, nonrecurring or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
  - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:

- i. Is authorized by a Federal, State or local law;
    - ii. Is funded by the Federal, State or local government;
    - iii. Is operated or administered by a public agency; and
    - iv. Has as its objective to assist participants in acquiring employment skills.
  - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
  - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
- a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
  - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
  - c. Families who are or were, within 6 months, assisted under a State TANF program.

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

- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 14. Amounts paid by a State agency to a family with a member who has a

developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
  - a. The value of the allotment of food stamps
  - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
  - c. Payments received under the Alaska Native Claims Settlement Act
  - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
  - e. Payments made under HHS's Low-Income Energy Assistance Program
  - f. Payments received under the Job Training Partnership Act
  - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
  - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
  - i. Amount of scholarships awarded under Title IV including Work Study
  - j. Payments received under the Older Americans Act of 1965
  - k. Payments from Agent Orange Settlement
  - l. Payments received under the Maine Indian Claims Act
  - m. The value of childcare under the Child Care and Development Block Grant Act of 1990
  - n. Earned income tax credit refund payments
  - o. Payments for living expenses under the Americorps Program.
  - p. Additional income exclusions provided by and funded by HACM.

1. All families shall be eligible for a one-time household exclusion of the first \$2000 of earned income from adult household members working at least 30 hours per week.
- q. Kinship Guardian Assistance Payments (Kin-GAP) and other similar state payments made to children leaving the juvenile court system to live with a relative or legal guardian.

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

### **10.3 DEDUCTIONS FROM ANNUAL INCOME**

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
  1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
  2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
  3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses.

## **11.0 VERIFICATION**

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

### ***11.1 ACCEPTABLE METHODS OF VERIFICATION***

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

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

#### **1. Enterprising Income Verifications (EIV)**

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

Current EIV resources include the following:

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

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

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

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

Furthermore, the information the HACM derives from the EIV system will be protected to ensure that it is utilized solely for official purposes and not disclosed in any way that would violate the privacy of the affected individuals.

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

## **2. Third –Party Written Verifications**

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

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

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

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

### **3. Third-Party Oral Verifications**

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

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

### **4. Review of Documents**

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

### **5. Self-Certification and Self-Declaration**

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

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

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

## ***11.2 TYPES OF VERIFICATION***

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

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
<b>General Eligibility Items</b>		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other medical professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Unreimbursed medical expenses	Unreimbursed medical and dental expenses the same as those outlined in the IRS Publication 502	Unreimbursed medical and dental expenses the same as those outlined in the IRS Publication 502
Medicare Discount Card		A card with the words "Medicare Approved" on it.
Medicare Discount Benefit		Individual receipts if the pre-discount cost is included; a comparison of receipts before and after the application of the discount; other information provided by the pharmacy supplying the prescription; or if nothing else is available; an imputed value of \$48.17 per prescription.
<b>Value of and Income from Assets</b>		

<b>Verification Requirements for Individual Items</b>		
<b>Item to Be Verified</b>	<b>3<sup>rd</sup> party verification</b>	<b>Hand-carried verification</b>
Interest earned on savings, checking accounts	Letter from institution	Passbook, most current statements
Interest earned on CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Interest earned on Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
<b>Income</b>		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Social Security Administration Benefits		Letter from Social Security as verified by HUD computer systems.
Periodic payments (i.e., welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program	Letter from program provider	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 <sup>rd</sup> party verification	Hand-carried verification
participation	indicating - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion	Evidence of job start

### **11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS**

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

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

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

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

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

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

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

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

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

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

#### ***11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS***

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

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

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

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

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

#### ***11.5 TIMING OF VERIFICATION***

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

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

### **11.6 FREQUENCY OF OBTAINING VERIFICATION**

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

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

## **12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND RENT**

### **12.1 FAMILY CHOICE**

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

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

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

## **12.2 THE FORMULA METHOD**

The total tenant payment is equal to the highest of:

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

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

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

## **12.3 MINIMUM RENT**

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

- A. A hardship exists in the following circumstances:
  - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
  - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
  - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

#### **12.4 THE FLAT RENT**

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

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

#### **12.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE**

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

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

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

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

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

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

## **12.6 UTILITY ALLOWANCE**

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

The utility allowance will be subtracted from the family's formula rent to determine the amount of the Tenant Rent. With the exception of housing developments that have a self sufficiency plan, HACM will pay the utility allowance directly to the utility company. Residents who choose the flat rent option are responsible for paying their own utilities (Sec. 960.253(b)(4)). The Tenant Rent is the amount the family owes each month to

HACM. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the resident.

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

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

Families with high utility costs are encouraged to contact HACM for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

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

## ***12.7 PAYING RENT***

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

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

## **13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

### ***13.1 GENERAL***

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2)

participate in an economic self-sufficiency program unless they are exempt from this requirement.

### **13.2 EXEMPTIONS**

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

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under Part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

### **13.3 NOTIFICATION OF THE REQUIREMENT**

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

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

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

### **13.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community. A list of volunteer activities will

be provided at each development and will include volunteer service to the resident council as a qualifying activity.

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

### ***13.5 THE PROCESS***

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

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

### ***13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT***

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

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

### ***13.7 OPPORTUNITY FOR CURE***

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

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls

behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, HACM shall take action to terminate the lease.

## **14.0 RECERTIFICATIONS**

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

### **14.1 GENERAL**

HACM will send a letter to residents informing them it is time for their annual recertification and the date and time of their scheduled re-examination meeting. The letter informs them of what they will need to bring to the meeting and that the information on the Application for Client Worksheet will be reviewed and updated. All adult household members will be required to sign forms to allow the Housing Authority to verify the family's eligibility to remain in public housing, whether their rent will increase, decrease or remain the same and if the household unit size is appropriate for the number of persons living in it. Upon determination of the rent to be paid, the resident will be sent A Notice of Rent Adjustment along with a letter giving them the option to select flat rent or the formula-based method.

### **14.2 MISSED APPOINTMENTS**

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

### **14.3 FLAT RENTS**

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

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income. (Families who opt for the flat rent option will not be eligible for a utility allowance.)

- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
  - 1. The family's income has decreased.
  - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which HACM expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

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

#### **14.4 THE FORMULA METHOD**

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

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

The total tenant payment is equal to the highest of:

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

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

#### **14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS**

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

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

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

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

#### **14.6 INTERIM REEXAMINATIONS**

Families will be required to report any increase in income greater than \$85.00 per month within 10 days of the date of the increase. As long as the family properly reports this increase, the additional income will not be used to determine rent until the next regularly scheduled annual eligibility recertification. In cases where a household has been on a minimum rent or under a hardship situation, any increase in income will result in an interim reexamination and the appropriate adjustment in rent.

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

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

In order to add a household member other than through birth or adoption, the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant and pay a \$50.00 processing fee . if the requested lease add-on is an adult, at least 18 years of age or older (excluding live-in aide). The individual must provide their Social Security number, if they have one, and

must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the same screening process as for new applicants. HACM will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review through HACM's Grievance Procedure. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph 14.8.

In cases where a resident requests a live-in aide, the procedure mentioned for adding a family member does not apply. Requests for live-in aides are considered reasonable accommodation requests (see Section 2.0). As such, the resident needs to submit a reasonable accommodation request to their housing manager and provide supporting documentation verifying the need for a live-in aide. The Housing Authority does conduct background checks for all live-in aides and reserves the right to deny the person as a live-in aide if the aide does not meet the Housing Authority's screening criteria.

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

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

#### **14.7 SPECIAL REEXAMINATIONS**

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

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

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

If the new rent is a reduction and any delay is beyond the control of the family, the

reduction will be effective the first day of the month after the interim reexamination should have been completed.

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

## **15.0 UNIT TRANSFERS**

### **15.1 OBJECTIVES OF THE TRANSFER POLICY**

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting HACM's deconcentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.
- G. To allow qualified residents to take advantage of HACM's designated housing plan (high-rise developments only)

### **15.2 CATEGORIES OF TRANSFERS**

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

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

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

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

### **15.3 DOCUMENTATION**

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

### **15.4 TRANSFERS TO SCATTERED SITES PUBLIC HOUSING**

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

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

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

### **15.5 PROCESSING TRANSFERS**

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

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

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

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

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

#### **15.6 COST OF THE FAMILY'S MOVE**

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

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

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

- A. When the transfer is needed in order to carry out rehabilitation activities; or

- B. When action or inaction by HACM has caused the unit to be unsafe or inhabitable.

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

### **15.7 RESIDENTS IN GOOD STANDING**

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

### **15.8 TRANSFER REQUESTS**

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

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

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

### **15.9 RIGHT OF HACM IN TRANSFER POLICY**

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

## **16.0 INSPECTIONS**

### **16.1 MOVE-IN INSPECTIONS**

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

### **16.2 ANNUAL INSPECTIONS**

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

### **16.3 PREVENTATIVE MAINTENANCE INSPECTIONS**

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

### **16.4 SPECIAL INSPECTIONS**

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

### **16.5 HOUSEKEEPING INSPECTIONS**

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

### **16.6 NOTICE OF INSPECTION**

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

### **16.7 EMERGENCY INSPECTIONS**

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

### **16.8 MOVE-OUT INSPECTIONS**

The on-site manager, or designee, conducts the move-out inspection after the resident vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the resident is notified of the inspection and is encouraged to be

present. This inspection becomes the basis for any claims that may be assessed against the security deposit. A copy of the signed inspection will be placed in the resident file.

## **17.0 PET POLICY**

### **Family Developments**

1. Dogs and cats are permitted only in the single-family homes at Scattered Sites. All pets must be registered with HACM. You must receive a written permit to keep any animal on or about the premises. This privilege may be revoked at any time subject to the HACM's grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents, or if you fail to comply with the following:
  - \* A maximum number of two pets are allowed. Only one can be either a dog or a cat.
  - \* Permitted pets are limited to domesticated dogs, cats, birds (no more than two) and fish. No adult dog or cat weighing more than 30 pounds will be permitted.
  - \* Dogs and cats are to be licensed yearly with the City of Milwaukee (located in City Treasurer's Office, City Hall, Room 101), and residents must provide proof of yearly vaccinations. Dogs and cats must be vaccinated yearly for distemper and rabies. No vicious or intimidating dogs are allowed.
  - \* All cats and dogs must be spayed or neutered within a year of acquisition.
  - \* No pet may be kept in violation of state humane or health laws, or local ordinances.
  - \* Dogs and cats must remain inside a resident's unit unless they are on a leash and directly controlled by an adult.
  - \* You are to provide a litter box for cat waste to be kept in your apartment. You are not allowed to let waste accumulate. You are responsible for properly disposing of cat waste in plastic bags that are securely wrapped and tied and placed in the garbage container provided by HACM outside the building.
  - \* You are responsible for promptly cleaning up pet droppings from your pet outside of your apartment, and disposing of droppings properly wrapped, in the garbage container provided by HACM outside the building.
  - \* You shall take adequate precautions to eliminate any pet odors within or around your apartment and maintain your apartment in a sanitary condition at all times as determined by HACM.
  - \* You shall not permit any disturbance by your pet that would interfere with the peaceful enjoyment of other residents, whether by loud barking, howling, biting, scratching, chirping, or other such activities.
  - \* If pets are left unattended in your apartment for twenty-four hours or more, staff may enter to remove the pet and transfer it to the proper authorities subject to the provisions of Section 948.15 of Wisconsin State Law or local ordinances. HACM accepts no responsibility for the pet under such circumstances.
  - \* You shall not alter your apartment, or building premises to create an enclosure for an animal.
  - \* You are responsible for all damages including cost of fumigation caused by your pets.
  - \* You are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission.

- \* You shall pay a damage deposit for a dog or a cat. The deposit shall be paid in advance or upon acquiring your pet. This deposit is refundable if no damage is done, as verified by HACM, after you remove the pet or move. See your housing manager for further information.
  - \* You must identify an alternate custodian for your pet in the event you become ill or for other absences from your apartment.
2. Small birds, in cages, and fish aquariums are allowed at other family developments.
- \* You will be responsible for any damage caused by leaking fish tanks or inappropriate care of authorized pets.
  - \* Your guests may not bring pets when they visit.
  - \* You may not keep pets on a temporary basis even though someone else owns the pet.
  - \* You may not keep stray animals. The repeated feeding of stray animals may be deemed as having a pet.
  - \* Contact your development office if you have any questions regarding keeping other pets in your unit.
3. Animals used to assist a visually, hearing, or mobility impaired person will be allowed if you or a member of your household has a documented need, provided:
- \* Appropriate documentation is submitted to your housing manager requesting a reasonable accommodation.
  - \* You are responsible for any damage caused by the animal.
  - \* The animal must be licensed and vaccinated in accordance with local City ordinances.
  - \* You must post a notice on the front and rear entrance doors to your apartment stating that you have a service pet so that HACM staff or service providers who may need to enter your apartment are aware of the pet.

## **Housing for Elderly/Disabled**

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

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

1. A maximum number of two pets are allowed. Only one can be either a dog or a cat.
2. Permitted pets are limited to domesticated dogs, cats, birds (no more than two) and fish. No adult dog or cat weighing more than 30 lbs. will be permitted.
3. Dogs and cats are to be licensed yearly with the City of Milwaukee (located in City Treasurer's Office, City Hall, Room 101), and residents must provide proof of yearly

vaccinations. Dogs and cats must be vaccinated yearly for distemper and rabies. No vicious or intimidating dogs are allowed.

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

17. You shall pay a damage deposit for each pet. The deposit shall be paid in advance or upon acquiring your pet. This deposit is refundable if no damage is done, as verified by HACM, after you remove the pet/pets or move.
18. Those who violate these rules are subject to:
  - \* Being required to get rid of the pet within fourteen days of notice by HACM; and/or
  - \* Being determined to be in violation of the lease.

## **18.0 REPAYMENT AGREEMENTS**

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

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

## **19.0 TERMINATION**

### ***19.1 TERMINATION BY RESIDENT***

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

### ***19.2 TERMINATION BY THE HOUSING AUTHORITY***

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

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;

- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on any HACM property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on HACM premises;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen 14 consecutive or 28 calendar days each year without the prior written approval of the Housing Authority; and
- M. Subject to HUD regulations. HACM will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.
- N. HACM will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.
- O. An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

HACM may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

HACM will honor court orders regarding the rights of access or control of the property, including temporary restraining orders, injunctions, domestic violence orders, and other orders issued to protect the victim or to address the distribution or possession of property among household members where the family “breaks up”.

There is no limitation on the ability of HACM to evict for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a “more demanding standard” than non-victims.

There is no prohibition on HACM evicting if it “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant’s (victim’s) tenancy is not terminated”.

Any protections provided by law which give greater protection to the victim are not superceded by these provisions.

HACM may require certification by the victim of victim status on such forms as HACM shall prescribe or approve.

P. Other good cause

### **19.3 ABANDONMENT**

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

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

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

### **19.4 RETURN OF SECURITY DEPOSIT**

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

## **20.0 ANTI-FRAUD POLICY**

The HACM is fully committed to combating fraud in its public housing program. It defines fraud as a single act or pattern of actions that include false statements, the

omission of information, or the concealment of a substantive fact made with the intention of deceiving or misleading the HACM. It results in the inappropriate expenditure of public housing funds and/or a violation of public housing requirements.

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

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

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

## **21.0 ELECTION POLICY**

Per Wisconsin Statutes, no person may engage in electioneering during polling hours on any public property on election day within 100 feet of an entrance to a building containing a polling place. The following guidelines should be followed with regard to election activities at high-rise developments and family and middle-income developments and scattered sites:

### High-rise Developments:

- A. Per Housing Authority policy passed by the Board of Commissioners in 1979, door-to-door campaigning in HACM high-rise apartment buildings is prohibited.
- B. Instead, open houses will be scheduled at each apartment building before each election, allowing all candidates to meet residents and campaign on a specified date and during a specified time. During the open house, the candidates must stay in the common area and shall not go door-to-door throughout the building.
- C. Resident organizations could decide to invite elected officials, their representatives or other candidates to speak at or distribute literature at resident organization meetings. However, during election campaigns, if a resident

organization allows one candidate to appear at a resident meeting/event (even if (s)he is their current elected official), they should allow any candidate who requests to appear at resident meetings/events.

D. Resident organizations may not endorse one political candidate over another.

E. Individual residents may invite candidates at any time up to their unit to speak to them and/or friends, if they wish. In this case, they must meet the candidate at the door and must accompany them to their unit, in compliance with rules over visitors to buildings. Candidates may not go door-to-door, even if the resident accompanies them.

F. Individuals are allowed to post campaign signs in their windows or on their doors. No campaign signs or materials are allowed in common areas or on the grounds.

### Family and Middle-Income Developments and Scattered Sites:

A. Candidates may go door-to-door in family developments to campaign or distribute literature.

B. Resident organizations could decide to invite elected officials, their representatives or other candidates to speak at or distribute literature at resident organization meetings. However, during election campaigns, if a resident organization allows one candidate to appear at a meeting/event (even if (s)he is their current elected official), they must allow any candidate who requests to appear at resident meetings/events.

C. Resident organizations may not endorse one political candidate over another.

D. Individuals are allowed to post campaign signs in their windows or on their yard.

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Dating Violence** – [as defined in Section 40002(a)(8) of VAWA 1994] means 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.

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

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

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

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

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

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

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

**Disabled Person:** See "person with disabilities."

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

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

**Domestic Violence** – [as defined in Section 40002(a)(6) of VAWA 1994] includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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 jurisdiction.

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

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

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

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

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

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

**Family** includes but is not limited to:

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

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

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

**Flat Rent:** A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

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

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

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

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

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

**Immediate Family Member** – means, with respect to a person –

(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage.

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

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

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

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

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

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

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

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

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

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

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

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

**Net Family Assets:**

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

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

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

**Person with Disabilities:** A person who:

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

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

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

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

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

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

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

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

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

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

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

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

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

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

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

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

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

**Stalking** – means –

(A)(i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

(i) that person;

(ii) a member of the immediate family of that person; or

(iii) the spouse or intimate partner of the person.

**State Wage Information Collection Agency (SWICA):** The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by

the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

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

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

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

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

**Total Tenant Payment (TTP):**

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

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

- 2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.

- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

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

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

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

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

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

It includes such benefits even when they are:

- A. Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and
- B. Conditioned on participation in work experience or community service (or any other work activity under 45 CFR 261.30).

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

The term “assistance” excludes:

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

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

## ACRONYMS

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