

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581-2294 • Fax: (573) 581-6636 • www.mexicoha.com

Board of Commissioners Housing Authority of the City of Mexico, Missouri

TENATIVE AGENDA REGULAR MEETING MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265 Scheduled for Tuesday, September 15, 2015 at 3:30pm

- 1. Call to order by Chairperson Rita Jackson**
- 2. Roll Call by Tammy Dreyer, Executive Director**
- 3. Adoption of Agenda**
- 4. Comments from the Public (limit 3 minutes per person)**
- 5. Approval of regular meeting minutes for: July 21, 2015**
- 6. Approval of Consent Agenda**

None

7. Executive Director's Report

- a. Financial Reports
- b. Section 8 Report
- c. Public Housing Report
- d. Contract/Capital Fund/Modernization Projects
- e. Maintenance Reports

8. Unfinished Business:

None

9. New Business:

Board Resolution 2818 Approving new office hours, Board Resolution 2819 Approving Special Use Units, Board Resolution 2820 Approving CSSR update in ACOP

10. Other Business:

Copy of the MHA Public Housing Newsletter September 2015

11. Executive Session/Closed Meeting:

None

12. Adjournment of Open Meeting:

A complete agenda packet is available for review at the MHA office during regular business hours and posted on the MHA website at: www.mexicoha.com

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Jennifer May, Program Assistant at (573) 581-2294, extension 222, at least one working day prior to the meeting.

MINUTES OF THE REGULAR MEETING

OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MEXICO HELD ON July 21, 2015

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, July 21, 2015 at 3:30 PM at the MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Board Chair Rita Jackson presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on July 21, 2015 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner & Board Chair Rita Jackson called the meeting to order at 3:31pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Dale Dowell
Commissioner Joyce Jackson
Commissioner Tad Dobyns
Commissioner Joella (Jo) Biggs (absent)

Commissioners excused:
Commissioner Joella (Jo) Biggs absent

Others present:

Executive Director/Secretary	Tammy Dreyer
Senior Center Representative	Sally Crow
Senior Center Representative	Dixie Collins

3. Adoption of Agenda

R. Jackson requested a motion to adopt the Agenda for July 21st, 2015 for the Regular Meeting of the Mexico Housing Authority with one correction that the Senior Center Presentation be moved to Public Comment. Chairperson Rita Jackson requested a motion to adopt the revised agenda, Commissioner Tad Dobyns made the motion and Commissioner Joyce Jackson seconded. All Commissioners present voted "aye" (Commissioner Joella Biggs excused absent), and Chairperson Rita Jackson declared the motion approved.

4. Approval of regular meeting minutes for: June 16, 2015

Chairperson Rita Jackson called for a motion to approve the minutes from the open meeting of June 16, 2015. A motion was made by Joyce Jackson and second by Dale Dowell. All Commissioners present voted "aye" (Commissioner Joella Biggs excused absent), and Chairperson Rita Jackson declared the motion approved.

5. Comments from the public:

Presentation by the Senior Center, Dixie Collins and Sally Crow. Sally stated that the Senior Center home bound delivers 8 meals to MHA residents monthly. They have served the community of Mexico 55,038 meals last year, 52% served where over 70 years old and 38% lived alone. The Senior Center is on a donation request and averages \$2.83 revenue daily. One of the main concerns with meal distribution is proper nutrition for our community seniors. Dixie stated that their annual Budget is \$62,000.00 and that come from United Way, City of Mexico and Fund Raisers. Without volunteers to help clean and serve they would not be able to provide low cost meals. The Senior Center appreciates the community support.

6. Approval of Consent Agenda(if applicable)

None

7. Executive Director's Report

Financial Report

Executive Director presented her report which consisted of Financial Reports from Urlaub. The reports were reviewed and discussed, with no additions or corrections

Section 8

The Section 8 report was reviewed and discussed.

Public Housing

The Public Housing report was reviewed and discussed.

Capital/Contracting Property Projects and Maintenance Reports

The Capital fund projects and maintenance report were reviewed and discussed.

Chairperson Rita Jackson requested a motion to approve the Executive Director's reports. A motion was made by Commissioner Tad Dobyns and seconded by Commissioner Joyce Jackson. All Commissioners present voted "aye" (Commissioner Joella Biggs excused absent) and Chairperson Rita Jackson declared the motion carried.

8. Unfinished Business

Tabled Board Resolution 2812, Senior Center Lease agreement, was discussed and with a quorum present the rental amount will remain the same, at \$125.00 per month effective July 1, 2015 through June 30, 2016.

Chairperson Rita Jackson called for motion to approve as presented. A motion was made by Dale Dowell and second by Tad Dobyns. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R. Jackson, D. Dowell, T. Dobyns, J. Jackson

No: None
Absent: Joella Biggs

9. New Business

Board Resolution 2817 Approving Write Offs of Tenant Accounts Receivable

Chairperson Rita Jackson called for motion to approve as presented. A motion was made by Joyce Jackson and seconded by Dale Dowell. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R. Jackson, D. Dowell, T. Dobyns, J. Jackson
No: None
Absent: J. Biggs

Board Resolution 2818 Approving Amendment of By-Laws

Chairperson Rita Jackson called for a motion to approve as presented. A motion was made by Tad Dobyns and seconded by Joyce Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R. Jackson, J. Jackson, D. Dowell, T. Dobyns
No: None
Absent: J. Biggs

10. Other Business:

SEMAP score was explained.
Joyce Jackson loves the word find in the Monthly PH Newsletter.

11. Executive Session/Closed Meeting

None

12. Adjournment:

Chairperson Rita Jackson requested a motion to adjourn the Open meeting, Commissioner Joyce Jackson made the motion and Commissioner Tad Dobyns seconded. The regular session meeting was adjourned at 4:28pm

ATTEST:

Rita Jackson, Chairperson

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on July 17, 2015, I posted public notice of the July 21, 2015 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at www.mexicoha.com, copies of the Agenda and Board Packet for review.

Tammy Dreyer

Date

September 15, 2015 Board Meeting Finance Report – July 2015 Results

Pages 1 & 2 – Detail monthly PH expenses versus budget. Totals from fee accountant summary, with key individual lines provided for informational purposes only. For 4 month FYE2016 results, MHA is running under budgeted expenses by approximately \$68,528 (see bottom of page 2 data report).

Page 3 – Financial Analysis of Low Rent & Section 8 programs

Key detailed information provided:

- 1) Low Rent – occupancy rate = 99%; with average monthly rent received from tenant for FYE2016 being \$126.33/month.
- 2) Section 8 – units leased first of the month = 134; with average HAP rent payment for FYE2016 being \$367.87/month.

Page 4 – Income Statement for Section 8 Voucher

- 1) MHA is in a strong position currently for the Section 8 program in regards to funding. Occupancy has dropped by 9 units, therefore 15 additional vouchers will be issued in September. The suspected lease-up rate from these 15 vouchers will be 7-8 units.

Page 5 – Balance Sheet for PH and Section 8 programs

- 1) Current cash/invested assets:
PH (Low Rent) = \$1,932,565
Section 8 - \$85,101

Page 6 – VMS Data Report – from HUD

- 1) Twelve month snapshot of data as reported to HUD. This information is used to calculate the needed monthly subsidy and next year's budget authority.

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Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Jul2015 Results	Apr2015- Jul2015 Budget	Variance Expenses vs. Budget
Operating Income:				
70000	Total Operating Income	523,670	369,674	(153,996)
Operating Expenditures:				
<u>Administrative</u>				
91100	Administrative Salaries	50,515	54,727	4,212
91500	Employee Benefits - Administrative	23,159	21,593	(1,566)
91200	Auditing Fees	-	1,847	1,847
91300	Management Fees	-	-	0
91900A	Accounting Fees	1,946	2,300	354
91400	Advertising and Marketing	1,219	613	(606)
91600	Office Expenses	9,088	10,000	912
91700	Legal Expense	808	767	(41)
91800	Travel	606	3,987	3,381
91900	Other Administrative Costs	2,095	3,833	1,738
91000	Total Administrative	89,436	99,667	10,230
92000	Asset Management Fees			
<u>Tenant Services</u>				
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs			
92400	Tenant Services-Other			
92500	Total Tenant Services	517	2,000	1,483
<u>Utilities</u>				
93100	Water	17,374	23,467	6,093
93200	Electricity	2,887	5,847	2,960
93300	Gas	556	1,673	1,117
93400	Fuel		-	0
93600	Sewer	21,899	36,973	15,074
93800	Other		-	
93000	Total Utilities	42,716	67,960	25,244

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Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Jul2015 Results	Apr2015- Jul2015 Budget	Variance Expenses vs. Budget
<u>Maintenance</u>				
94100	Labor	45,760	50,513	4,753
94500	Employee Benefits - Maintenance	16,389	29,180	12,791
94200	Maintenance Materials	23,113	20,000	(3,113)
	Maint. Contract:	22,192	27,137	4,945
94300-010	Garbage and Trash Removal Contracts			
94300-020	Heating & Cooling Contracts			
94300-030	Snow Removal Contracts			
94300-040	Elevator Maintenance			
94300-050	Landscape & Grounds Contracts			
94300-060	Unit Turnaround Contract			
94300-070	Electrical Contracts			
94300-080	Plumbing Contracts			
94300-090	Extermination Contracts			
94300-100	Janitorial Contracts			
94300-110	Routine Maintenance Contracts			
94300-120	Other Misc. Contract Costs			
94000	Total Maintenance	107,454	126,830	19,376
<u>Protective Services</u>				
95100	Protective Services - Labor			
95500	Employee Benefits - Protective Services			
95200	Protective Services Contract Costs			
95300	Protective Service Other			
95000	Total Protective Services	-	-	0
<u>Insurance</u>				
96110	Property	18,468	19,667	1,199
96120	General Liability	1,980	1,993	13
96130	Worker's Comp.	3,438	3,680	242
96140	Other Insurance	2,210	2,223	13
96100	Total Insurance Expense	26,096	27,563	1,468
<u>General Expenses</u>				
96200	Other General Expense	32		
96210	Compensated Absences			
96300	Payments In Lieu of Taxes - Accrual			
96400	Bad Debt-Tenants	1,918		
96800	Severance Expense			
96000	Total General Expenses	1,950	12,677	10,727
96900	Total Operating Expenditures	268,169	336,697	68,528

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**Mexico Housing Authority
Financial Analysis
07/31/15**

Low Rent **04/30/15** **05/31/15** **06/30/15** **07/31/15** **08/31/15** **09/30/15** **10/31/15** **11/30/15** **12/31/15** **01/31/16** **02/29/16** **03/31/16**

Balance Sheet

Cash-unrestricted	\$ 773,087.59	\$ 757,735.07	\$ 795,439.44	\$ 793,400.05	\$ 793,400.05							
Investments - unrestricted	871,497.24	871,497.24	871,497.24	871,844.38	871,844.38							
Tenant accounts receivable	3,281.05	5,534.78	7,068.56	4,546.71	4,546.71							

Income Statement

Net tenant rental revenue	29,590.00	27,571.00	27,110.00	26,404.00	0.00							
Operating expenses	26,957.71	75,550.51	73,613.97	88,646.79	0.00							
Operating income/loss (monthly)	166,996.13	(17,972.17)	16,394.51	(2,333.22)	0.00							
Operating income/loss (ytd)	166,996.13	149,023.96	165,418.47	163,085.25	163,085.25							
Units leased	209.00	209.00	208.00	209.00	0.00							
Occupancy rate	99%	99%	99%	99%	0%							
Average monthly rent	141.58	131.92	130.34	126.33	0.00							

Section 8

Balance Sheet

Cash-unrestricted	\$ 76,283.96	\$ 84,596.53	\$ 69,298.49	\$ 84,052.71	\$ 84,052.71	
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Income Statement

Housing assistance payments	53,226.00	52,287.00	51,001.00	49,294.28	0.00
Operating expenses	2,889.06	4,193.78	3,079.09	11,163.01	0.00
Operating income/loss (monthly)	49,065.00	3,898.79	6,399.44	321.21	0.00
Operating income/loss (ytd)	49,065.00	52,963.79	59,363.23	59,684.44	59,684.44
Units leased	143.00	142.00	139.00	134.00	0.00
Average HAP cost (monthly)	372.21	368.22	366.91	367.87	0.00

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Mexico Housing Authority
Income Statement-Section 8 Voucher
4 Months Ended 7/31/2015

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 24,782.00	\$ 261,624.77	\$ 286,406.77
Investment income - unrestricted	2.41	0.00	2.41
Fraud recovery	136.50	136.50	273.00
Other revenue	2,863.48	0.00	2,863.48
Total Operating Revenues	<u>27,784.39</u>	<u>261,761.27</u>	<u>289,545.66</u>
Operating Expenses			
Administrative salaries	9,586.90	0.00	9,586.90
Advertising and marketing	7.70	0.00	7.70
Employee benefits - administrative	4,608.10	0.00	4,608.10
Office expenses	708.04	0.00	708.04
Travel	52.72	0.00	52.72
Other admin.	525.96	0.00	525.96
Total Administrative	<u>15,489.42</u>	<u>0.00</u>	<u>15,489.42</u>
Liability insurance	24.40	0.00	24.40
Workmen's compensation	319.72	0.00	319.72
All other insurance	159.60	0.00	159.60
Total Insurance	<u>503.72</u>	<u>0.00</u>	<u>503.72</u>
Housing assistance payments	0.00	205,808.28	205,808.28
HAP portability-in	2,728.00	0.00	2,728.00
Total Housing Assistance Payments	<u>2,728.00</u>	<u>205,808.28</u>	<u>208,536.28</u>
Other general expenses	5,331.80	0.00	5,331.80
Total General Expenses	<u>5,331.80</u>	<u>0.00</u>	<u>5,331.80</u>
Total Operating Expenses	<u>24,052.94</u>	<u>205,808.28</u>	<u>229,861.22</u>
Operating Income (Loss)	<u>3,731.45</u>	<u>55,952.99</u>	<u>59,684.44</u>
Other Financial Items			
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 3,731.45</u>	<u>\$ 55,952.99</u>	<u>\$ 59,684.44</u>

**Balance Sheet - Combining
As of July 31, 2015**

Assets

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 793,400.05	\$ 84,052.71	\$ 2,875.28	\$ 880,328.04
Cash-other restricted	195,132.12	0.00	0.00	195,132.12
Accounts receivable - miscellaneous	149.00	0.00	0.00	149.00
Accounts receivable - tenants (net)	4,535.86	0.00	0.00	4,535.86
Fraud recovery (net)	0.00	739.00	0.00	739.00
Accrued interest receivable	433.81	0.00	0.00	433.81
Investments - unrestricted	871,844.38	0.00	0.00	871,844.38
Prepaid expenses and other assets	33,137.87	309.84	0.00	33,447.71
Inventories (net)	25,307.29	0.00	0.00	25,307.29
Inter program - due from	<u>8,625.24</u>	<u>0.00</u>	<u>0.00</u>	<u>8,625.24</u>
Total Current Assets	<u>1,932,565.62</u>	<u>85,101.55</u>	<u>2,875.28</u>	<u>2,020,542.45</u>
Property and Equipment				
Land	296,148.76	0.00	0.00	296,148.76
Buildings	12,810,457.84	27,883.88	0.00	12,838,341.72
Furniture, equipment and machinery - administration	289,931.60	1,180.00	0.00	291,111.60
Accumulated depreciation	(9,019,039.35)	(13,569.24)	0.00	(9,032,608.59)
Construction in progress	<u>82,927.58</u>	<u>0.00</u>	<u>0.00</u>	<u>82,927.58</u>
Net Property and Equipment	<u>4,460,426.43</u>	<u>15,494.64</u>	<u>0.00</u>	<u>4,475,921.07</u>
Total Assets	<u>\$ 6,392,992.05</u>	<u>\$ 100,596.19</u>	<u>\$ 2,875.28</u>	<u>\$ 6,496,463.52</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ 32.02	\$ 0.00	\$ 0.00	\$ 32.02
Accrued compensated absences - current portion	5,423.78	430.45	0.00	5,854.23
Accounts payable - other government	10,340.29	0.00	0.00	10,340.29
Tenant security deposits	30,188.63	0.00	0.00	30,188.63
Deferred revenue	2,601.25	1,085.00	0.00	3,686.25
Inter program - due to	<u>0.00</u>	<u>8,625.24</u>	<u>0.00</u>	<u>8,625.24</u>
Total Current Liabilities	<u>48,585.97</u>	<u>10,140.69</u>	<u>0.00</u>	<u>58,726.66</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	<u>1,607.38</u>	<u>118.73</u>	<u>0.00</u>	<u>1,726.11</u>
Total Long-Term Liabilities	<u>1,607.38</u>	<u>118.73</u>	<u>0.00</u>	<u>1,726.11</u>
Total Liabilities	<u>50,193.35</u>	<u>10,259.42</u>	<u>0.00</u>	<u>60,452.77</u>
Net Position				
Investment in capital assets	4,412,931.18	15,494.64	0.00	4,428,425.82
Unrestricted	1,602,052.88	15,157.69	0.00	1,617,210.57
Restricted	77,701.81	0.00	0.00	77,701.81
Capital expenditures-contra	87,027.58	0.00	0.00	87,027.58
Net income (loss)	<u>163,085.25</u>	<u>59,684.44</u>	<u>2,875.28</u>	<u>225,644.97</u>
Total Net Position	<u>6,342,798.70</u>	<u>90,336.77</u>	<u>2,875.28</u>	<u>6,436,010.75</u>
Total Liabilities and Net Position	<u>\$ 6,392,992.05</u>	<u>\$ 100,596.19</u>	<u>\$ 2,875.28</u>	<u>\$ 6,496,463.52</u>



VMS Data Collection Report

From 8/1/2014

To 7/1/2015

As of 9/10/2015

PHA Code MO010

PHA Name Housing Authority of the City of Mexico

Point of Contact Tammy Dreyer

Point of Contact Phone (573) 581-2294

E-mail tdreyer@mexicoha.com

	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
Portable Vouchers Paid			1	1	1	1	1					
Portable Voucher HAP			\$534	\$534	\$534	\$534	\$534					
Tenant Protection	9	9	9	9	9	9	9	8	8	8	8	8
HAP Tenant Protection	\$3,632	\$3,632	\$3,632	\$3,297	\$3,290	\$3,492	\$3,492	\$2,735	\$2,736	\$2,843	\$2,671	\$2,678
All Other Vouchers	98	100	108	118	121	131	135	137	135	134	131	126
HAP All Other Vouchers	\$33,725	\$35,427	\$38,001	\$42,585	\$42,977	\$47,828	\$49,207	\$49,748	\$50,490	\$48,858	\$48,330	\$46,243
All Voucher HAP Expenses After the First or Month	\$350	\$1,260	\$1,954	\$1,285	\$2,623	\$1,664	\$339	\$738		\$586		\$373
Total Vouchers	107	109	118	128	131	141	145	145	143	142	139	134
HAP Total	\$37,707	\$40,319	\$44,121	\$47,701	\$49,424	\$53,518	\$53,572	\$53,221	\$53,226	\$52,287	\$51,001	\$49,294
Number of vouchers Under Leased (HAP Contract) on the last day of the Month	107	118	128	131	140	145	145	143	142	139	134	133
New vouchers issued but not under HAP contracts as of the last day of the month	36	60	34	26	2							
Portability - In						1	1	1	1	1	1	1
Portability - In interest or other income earned this month from the investment of HAP funds and Net Restricted Assets						\$436	\$682	\$682	\$682	\$682	\$682	\$682
Administrative Expense	\$4,369	\$4,701	\$4,236	\$4,566	\$3	\$6,389	\$4,903	\$4,963	\$3,571	\$4,576	\$3,761	\$11,163
Audit						\$414		\$68				
Net Restricted Assets (NRA) as of the Last Day of the Month	\$26,601	\$22,272	\$15,573	\$21,195	\$11,332	\$1,453	(\$4,323)	(\$9,378)	\$45,730	\$47,596	\$50,703	\$55,953
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$22,932	\$22,932	\$22,933	\$22,933	\$22,933	\$22,934	\$23,650	\$30,652	\$30,653	\$30,699	\$30,700	\$30,791
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$81,263	\$68,896	\$37,859	\$45,964	\$40,245	\$35,662	\$15,991	\$56,666	\$56,666	\$66,940	\$69,298	\$73,912



Housing Choice Voucher Report FY 2015

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Occupancy Report												
Total Vouchers	151	151	151	151	151							
Total Leased Vouchers at first of month	143	142	139	134	133							
Total Leased Vouchers end of month			134	133	129							
Waiting List	127	133	141	96	91							
Average Monthly Funding Eligibility HAP	48,836	48,836	48,826	48,826	48,826							
Monthly HAP for current month	53,226	52,287	51,001	49,294	48,505							
Admin Fee Earned	6,252	6,252	6,252	6,252	6,252							
Admin Fee Expense	3,571	4,576	3761	11163								
Tenant Protection	8	8	8	8	8							
Eligibility per ACC unit month	323.42	323.42	323.42	326.00	326.00							
Current Average ACC unit	372.21	368.22	366.91	373.00	370.00							
Port Ins	1.00	1.00	1.00	1.00	1.00							
Port Outs	0.00	0.00	0.00	0.00	0.00							

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Public Housing Management Report FY 2015

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Occupancy Report												
Total Units	209	209	209	209	209							
Units Occupied End of Month	208	209	208	209	208							
Waiting List												
1 Bedroom	28	31	31	21	21							
2 Bedroom	22	25	30	19	18							
3 Bedroom	9	11	14	8	9							
4 Bedroom	13	13	12	7	7							
Handicap	11	11	11	8	9							
Rental Income												
Rent Charged	29590.00	27291.00	26661.00	25235.00	25,725.00							
Rent Collected	27910.60	29333.05	27814.25	28312.55	28,359.50							
Tenants Arrears	2676.05	3217.84	4704.41	3077.55	2,634.50							
14-Day Notices	27.00	16.00	16.00	36.00	17.00							
PHAS Occupancy	99.50%	100.00%	99.50%	100.00%	99.50%							

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581-2294 • Fax: (573) 581-6636 • www.mexicoha.com

CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

August 2015

Current Modernization Projects

1. Landscaping for the retaining wall on Christy has been graded and is completed.
2. Exterior Paint on Bolivar, Liberty, Buchanan, Breckenridge, Boulevard, Wade, Holt, Hassen, Calhoun, Union, and Missouri has been completed.
3. Test unit on Garfield has been primed and painted to see if the product (Sherwin Williams made this specifically for glazed brick) has some durability.
4. We have installed countertops for two units and they look great. We ordered two more countertops and they will be installed, once they are received.
5. Maintenance has removed several overgrown trees, shrubs and vegetation on MHA property. This has been an ongoing project as weather permits.
6. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
7. Parking lot stripping has been completed MHA wide except for Hassen. Hassen will be stripped after the concrete cures (60 days).
8. Continuing efforts on grounds as in edging, vegetation control at concrete crack, seed and straw traffic areas.

Current Capital Fund

1. The contract on Hassen concrete has been completed and looks great.
2. Landscaping on Hassen has been completed.
3. Grinding of sidewalks and driveways has been completed.
4. We are currently are seeking bids to replace Windows on Wade, the bid due date is 9/22/15

10

Housing Authority of the City of Mexico Monthly Report for Housing Authority Board

8/1/2015 TO 8/31/2015

WORK ORDERS

Received	Processed
220	213

Routine Work Received	Avg. Completion Time Routine
210	9.233 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
3	1.000 Hrs.
All Other Work Received	Avg. Completion Time Other
7	22.660 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	26
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 7

W/O #	Work Order Date	Reason Not Complete
127498	08/28/2015	had to order part
127506	08/31/2015	make ready
127509	08/31/2015	completed
127510	08/31/2015	completed
127511	08/31/2015	completed
127512	08/31/2015	completed
127513	08/31/2015	completed

Work orders completed from prior months: 2

W/O #	Work Order Date	Completion Date
127281	07/31/2015	08/04/2015
127287	07/31/2015	08/04/2015

Work orders still outstanding from prior months: 0

(** = Emergency Work Orders over 24 hours old.)

Report Criteria

PHA: 1
Project:
Starting Date: 8/1/2015
Ending Date: 8/31/2015
Staff Generated Work Orders: False



MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581-2294 • Fax: (573) 581-6636 • www.mexicoha.com

RESOLUTION NO. 2818 RESOLUTION APPROVING UPDATED HOURS OF OPERATION

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of Public Housing and Section 8 programs, and

WHEREAS, to stream line the hours of operations for conservation of energy mandated by HUD MHA needs to periodically revise operational procedures, and

WHEREAS, a thirty-day comment period was allowed to offer input from the residents of MHA and there was a survey sent to all residents in regards to new office hours. All input was positive and residents were on board with the change in hours. A survey was done of local PHA's around the same size in this area with the majority having the same hours that are proposed for MHA, and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the revision to the hours of operation for the Mexico Housing Authority to be 8:00 am to 4:30 pm with a 30 minute lunch period.

Passed this 15th day of September 2015.

Rita Jackson, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

(12)

MHA Feedback Form

In order to continuously provide a safe, sanitary home for our tenants we would greatly appreciate your input on your most recent maintenance experience.

Please take a moment to fill out the following form with your most honest answers and return it to the office at your earliest convenience.

HOW DID WE DO?

How would rate our maintenance staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 (5) (circle one) Please Explain:

How would rate our office and personnel staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 (5) (circle one) Please Explain:

If MHA were to change our office hours from 8:00am – 5:00pm to 8:00am – 4:30 with only half an hour closure for lunch, would that provide more convenience for you as a resident?

☐ No ☒ Yes Explain:

Please take a moment and share your most recent experience with our office or our staff. We want to hear from you regarding this experience, good, bad or otherwise. Use the back of this form or attach another sheet if necessary.

Is the problem fixed and was it fixed to your expectations?

☐ No ☒ Yes Explain:

OTHER COMMENTS OR SUGGESTIONS

Please include any comments or suggestions that you'd like to share about our maintenance staff, office personnel, and our housing authority.

When they do the Lawn Care
We would like for them to swap off
Back porch And Front porch.
And Back porch is so creak that they
Need to fix it again or Not Have a Back porch.
~~Electrical full house~~

(13)

100% Satisfied DE.
K. m. Anderson

I like it when all the staff
brought my garden container over
there isn't enough room for
my pepper plant because my
tomato plant has taken over
my garden containers. Next
year if I have a garden I would
like for it to be a little bit
bigger container. And I am
finding new ways to keep
deer and squirrels out ~~off~~
of my garden.

Kimberly Anderson

MHA Feedback Form

In order to continuously provide a safe, sanitary home for our tenants we would greatly appreciate your input on your most recent maintenance experience.

Please take a moment to fill out the following form with your most honest answers and return it to the office at your earliest convenience.

HOW DID WE DO?

How would rate our maintenance staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 (5) (circle one) Please Explain: *GREAT TEAM WORK*

How would rate our office and personnel staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 (4) (circle one) Please Explain:

If MHA were to change our office hours from 8:00am – 5:00pm to 8:00am – 4:30 with only half an hour closure for lunch, would that provide more convenience for you as a resident?

☐ No ☐ Yes Explain: *DONT think it has any BARRINGS on wheels
Already BEING DONE*

Please take a moment and share your most recent experience with our office or our staff. We want to hear from you regarding this experience, good, bad or otherwise. Use the back of this form or attach another sheet if necessary.

-OVER-

Is the problem fixed and was it fixed to your expectations?

☐ No ☐ Yes Explain: *the Gunter Tops look GREAT!!
THANKS Steve - ROB - Josh*

OTHER COMMENTS OR SUGGESTIONS

Please include any comments or suggestions that you'd like to share about our maintenance staff, office personnel, and our housing authority.

*Goes to show when working together
And explaining certain situations - How Decision Could
Be MADE in a more timely manner.*

(14)

I would like to THANK Steve, Rob, & Josh
for Doing an outstanding job installing the
Countertops. They were Courteous Reliable -
Respectful and was there to answer any questions
OR CONCERNS I may have had. Great Job!!

Anna Gates

MHA Feedback Form

In order to continuously provide a safe, sanitary home for our tenants we would greatly appreciate your input on your most recent maintenance experience.

Please take a moment to fill out the following form with your most honest answers and return it to the office at your earliest convenience.

HOW DID WE DO?

How would rate our maintenance staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 (5) (circle one) Please Explain:

How would rate our office and personnel staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 (5) (circle one) Please Explain:

If MHA were to change our office hours from 8:00am – 5:00pm to 8:00am – 4:30 with only half an hour closure for lunch, would that provide more convenience for you as a resident?

☐ No ☒ Yes Explain:

Please take a moment and share your most recent experience with our office or our staff. We want to hear from you regarding this experience, good, bad or otherwise. Use the back of this form or attach another sheet if necessary. The office compared to priorly is run well and things are handled A-1 adequately. When work is needed to be done it doesn't take a long time before it is handled adequately. The overall general look of the properties look great and are definitely CLEAN looking. I've heard a number of positive statements made about conditions i.e.

Is the problem fixed and was it fixed to your expectations?

☐ No ☒ Yes Explain:

*Ed Lawton
504 Seminary*

OTHER COMMENTS OR SUGGESTIONS

Please include any comments or suggestions that you'd like to share about our maintenance staff, office personnel, and our housing authority.

(15)

RECEIVED

AUG 31 2015

Mexico Housing Authority

MHA Feedback Form

In order to continuously provide a safe, sanitary home for our tenants we would greatly appreciate your input on your most recent maintenance experience.

Please take a moment to fill out the following form with your most honest answers and return it to the office at your earliest convenience.

HOW DID WE DO?

How would rate our maintenance staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 5 (circle one) Please Explain:

How would rate our office and personnel staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 5 (circle one) Please Explain:

If MHA were to change our office hours from 8:00am – 5:00pm to 8:00am – 4:30 with only half an hour closure for lunch, would that provide more convenience for you as a resident?

☐ No ☒ Yes Explain:

Please take a moment and share your most recent experience with our office or our staff. We want to hear from you regarding this experience, good, bad or otherwise. Use the back of this form or attach another sheet if necessary.

N/A

Is the problem fixed and was it fixed to your expectations?

☐ No ☐ Yes Explain:

N/A

OTHER COMMENTS OR SUGGESTIONS

Please include any comments or suggestions that you'd like to share about our maintenance staff, office personnel, and our housing authority.

Please spray foundations to eliminate some of bugs & spiders coming in. Door frames & window frames/sills also.

16

516 E Central St

MHA Feedback Form

In order to continuously provide a safe, sanitary home for our tenants we would greatly appreciate your input on your most recent maintenance experience.

Please take a moment to fill out the following form with your most honest answers and return it to the office at your earliest convenience.

HOW DID WE DO?

How would rate our maintenance staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 5 (circle one) Please Explain:

when called
They come

How would rate our office and personnel staff? On a scale of 1 (bad) to 5 (exceptional).

1 2 3 4 5 (circle one) Please Explain:

when I need to
ask Q & A They R there

If MHA were to change our office hours from 8:00am – 5:00pm to 8:00am – 4:30 with only half an hour closure for lunch, would that provide more convenience for you as a resident?

☐ No ☒ Yes Explain:

for some ?

Please take a moment and share your most recent experience with our office or our staff. We want to hear from you regarding this experience, good, bad or otherwise. Use the back of this form or attach another sheet if necessary.

April 11 John

u r very Helpful to us 😊



Is the problem fixed and was it fixed to your expectations?

☐ No ☒ Yes Explain:

don't like to rush anyone
they come with a smile all the time

OTHER COMMENTS OR SUGGESTIONS

Please include any comments or suggestions that you'd like to share about our maintenance staff, office personnel, and our housing authority.

keep it up

John Mobley

But my gutters need clean for winter

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MEXICO HOUSING AUTHORITY

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Metro

Boone County PH

8:00 am to 5:00 pm Monday-Friday

St Louis County

8:00 am to 5:30 pm Monday-Friday

Lincoln County

8:00 am to 5:00 pm Monday-Friday

Columbia HA

8:00 am to 5:00 pm Monday-Friday

Small-Medium HA's

St Charles HA

8:00 am to 4:30 pm Monday thru Thursday

Fulton HA

8:00 am to 5:00 pm Monday-Friday

Bowling Green HA

8:30 am to 4:30 pm Monday-Friday

Moberly HA

7:00 am to 6:00 pm Monday thru Thursday

Potosi HA

8:30 am to 4:30 pm Monday thru Friday

Popular Bluff HA

8:00 am to 4:25 pm Monday thru Friday

Nevada HA

8:00 am to 4:00 pm Monday thru Friday

Hannibal HA

6:30 am to 4:30 pm Monday thru Thursday

Jeff City HA

8:00 am to 4:30 pm Monday thru Friday

Vandalia HA

8:00 am to 4:30 pm (office open at 8:30am) Monday thru Friday

(12)

MEXICO HOUSING AUTHORITY

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RESOLUTION NO. 2819

RESOLUTION APPROVING THE MEXICO HOUSING AUTHORITY SPECIAL USE UNITS

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of Public Housing and,

Whereas, HUD allows for PHA's to have special use units for the need of residents and/or safety reason. MHA has two units on site, one for a police substation and one for Audrain independent living units, and

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 15th day of September, 2015, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners of the Housing Authority of the City of Mexico, hereby approves Resolution #2819 approving to continue the use of these two units.

Passed this 15th day of September, 2015.

Rita Jackson, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

19

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Field Office HA: **MO010 MEXICO**
 Physical Development: **MO010000001 MEXICO**

Unit Information

Unit Number:	109	Building:	CL102
Entrance Number:	1	Building Entrance Address:	417 CENTRAL
Door Number:	109	Floor Number:	1 *
Bedroom Count:	1 *	Submission Status Type:	Initial Approval Completed
Unit Designation:	Non-Dwelling [Modify]	Accessible Designation:	Not Applicable [Modify]
Unit Tenant Status:	Non-Dwelling - Special Use: Anti Drug/Crime [Modify]		
Effective Date:	09/17/2005		
ACC Unit Indicator:	Yes	ACC Unit Indicator Date:	05/31/1964
Cap Fund Indicator:	Yes	Op Fund Indicator:	Yes

[Update Unit Details](#)

A handwritten number '20' inside a circle, likely a page number or a mark.

[? Get Help](#)[Logoff / Return to Secure Systems](#)**Development****Building****Unit****Submission****Reports****Maintain Inventory****CAPFUND B&U Certification**[Unit List](#)[Building/Unit Data Transfer](#)[Upload Error Report](#)

Field Office HA: **MO010 MEXICO**
 Physical Development: **MO010000001 MEXICO**

PIC Main**Unit Information****Housing Agency****Development****Inventory Removals****Logoff**

Unit Number:	001	Building:	FC101
Entrance Number:	1	Building Entrance Address:	1001 FIELDCREST
Door Number:	001	Floor Number:	1 *
Bedroom Count:	2 *	Submission Status Type:	Initial Approval Completed
Unit Designation:	Non-Dwelling [Modify]	Accessible Designation:	Not Applicable [Modify]
Unit Tenant Status:	Non-Dwelling - Special Use: Self Sufficiency Activities [Modify]		
Effective Date:	09/17/2005		
ACC Unit Indicator:	Yes	ACC Unit Indicator Date:	05/31/1964
Cap Fund Indicator:	Yes	Op Fund Indicator:	Yes

[Update Unit Details](#)

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

RESOLUTION NO. 2820 RESOLUTION APPROVING THE REVISION TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICIES (ACOP)

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of Public Housing and,

WHEREAS, HUD requires all housing authorities to have a written Admissions and Continued Occupancy Policy (ACOP) and to periodically revise the policy, and

WHEREAS, the ACOP was prepared in accordance with prescribed guidelines and in the correct form to allow for minor additions, corrections and changes. Current changes to Policies are, to update the CSSR (Community Service and Self-Sufficiency Requirement) according to PIH-2015-12 (HA).

WHEREAS, a thirty-day comment period was not necessary due to not significant changes and it favors the residents to help with CSSR systems, and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 15th day of September, 2015, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board. The Board of the Housing Authority of the City of Mexico hereby approves to adopt Resolution #2820 revision to the ACOP.

Passed this 15th day of September, 2015.

Rita Jackson, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

(22)



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

Special Attention of:

Public Housing Agency Directors;
Public Housing Hub Office Directors;
Public Housing Field Office Directors;
Program Center Coordinators;
Resident Management Corporations;
Resident Councils

Notice PIH-2015-12 (HA)

Issued: August 13, 2015

Expires: Effective until amended or
superseded

Cross References: PIH Notice 2009-48

Subject: Administering the Community Service and Self-Sufficiency Requirement (CSSR)

1. **Purpose:** The Department is issuing this Notice to assist public housing authorities' (PHAs) understanding and administration of the Community Service and Self-Sufficiency Requirement (CSSR) and in response to an audit report issued by the Office of Inspector General on February 13, 2015. This Notice addresses:
 - Statutory/Regulatory Requirements for Administering CSSR;
 - Data Collection and Reporting Requirements;
 - Action to take against non-compliant tenants; and,
 - Penalties/sanctions against PHAs housing ineligible households.
2. **Applicability:** This Notice applies to PHAs that administer the Public Housing Program and all HUD Field Offices with Public Housing Programs. This Notice supersedes all previous guidance and provides clarification guidance on administering the CSSR.
3. **Background:** Section 12(c) [42 U.S.C. Section 1437j] of the United States Housing Act of 1937, as amended on October 12, 1998 by Section 512 (Pub. L. 105-276) of the Quality Housing and Work Responsibility Act of 1998, contained a CSSR that every adult resident of public housing contribute eight hours of community service per month, or participate in an economic self-sufficiency program for eight hours per month. Regulations for the CSSR requirement can be found at 24 CFR Subpart F, 960.600 through 960.609.
4. **Statutory/Regulatory Requirements for Administering CSSR:** Community Service is "The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities." (See 24 CFR 960.601(b)).

Community service and economic self-sufficiency requirements mandate that each nonexempt adult household member (18 years or older) shall either contribute 8 hours per month of community service, or participate in an economic self-sufficiency program for 8 hours per month (see 24 CFR 960.603(a)). The requirements can also be met by performing a combination of 8 hours of community service and participation in an economic self-sufficiency program. The required community service or self-sufficiency

activity may be completed at 8 hours each month or may be aggregated across a year. Any blocking of hours is acceptable as long as 96 hours is completed by each annual certification.

- 5. Administrative Provisions:** PHAs must develop a local policy for administration of the CSSR for public housing residents (see 24 CFR 960.605(a)) within the Admissions and Continued Occupancy Policies (ACOP). Elements of the CSSR policy include, but are not limited to, the PHA responsibility to administer the requirement; eligible and non-eligible activities; exemptions from the requirement; and compliance review standards. These elements are described further in this document.

PHAs may administer qualifying community service and self-sufficiency activities directly, or make the activities available to residents through a contractor or partnership with qualifying organizations (including resident organizations), community agencies, or institutions (see 24 CFR 960.605(b)). In administering the CSSR, a PHA may provide names and contacts of agencies offering opportunities for residents, including persons with disabilities, to fulfill their community service obligations. In administering the CSSR, PHAs may choose to coordinate with social service agencies, local schools and human service offices to develop a referral list of names and agency contacts. PHAs that administer a ROSS or Family Self-Sufficiency program may wish to engage the Program Coordinating Committee in this endeavor. PHAs are encouraged to create agreements with local organizations, including faith-based and community organizations, to assist CSSR. Specifically, such agreements would allow local organizations to advertise their programs, assist with transportation, child-care or other barriers to CSSR attainment and verify hours within individual monthly logs. HUD strives to provide maximum flexibility to PHAs to allow successful CSSR implementation without adding excessive costs or administrative burdens (see 24 CFR 960.605(b)).

- 6. Community Services:** Eligible community service activities include, but are not limited to, serving at:
- A. Local public or nonprofit institutions, such as schools, Head Start Programs, before-or after-school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);
 - B. Nonprofit organizations serving PHA residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Police Activities League (PAL), organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs;
 - C. Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels;
 - D. Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts;
 - E. PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with PHA-run self-sufficiency activities including supporting computer learning centers; and,
 - F. Care for the children of other residents so parents may volunteer.

PHAs may form their own policy in regards to accepting community services at profit-motivated entities, acceptance of volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based work.

Pursuant to 24 CFR 960.609, no PHA may substitute community service activity performed by a resident for work ordinarily performed by a PHA employee. However, residents may do community service on PHA property or with or through PHA programs to assist with or enhance work done by a PHA employee.

(24)

7. Self-Sufficiency: Eligible self-sufficiency activities include, but are not limited to:

- A. Job readiness or job training while not employed;
- B. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor), or other training providers;
- C. Higher education (junior college or college);
- D. Apprenticeships (formal or informal);
- E. Substance abuse or mental health counseling;
- F. Reading, financial and/or computer literacy classes;
- G. English as a second language and/or English proficiency classes;
- H. Budgeting and credit counseling.

8. CSSR Partnerships: PHAs with a ROSS Service Coordinators program or Family Self-Sufficiency (FSS) program may coordinate Individual Training and Services Plans (ITSPs) with CSSR. The ITSP is a tool to plan, set goals and track movement towards self-sufficiency through education, work readiness and other supportive services such as health, mental health and work supports. Specific CSSR activities may be included in ITSPs to enhance a person's progress towards self-sufficiency. Regular meetings with PHA coordinators may satisfy CSSR activities and PHA Service Coordinators or FSS Program Coordinators may verify community service hours within individual monthly logs.

9. Exempt Residents: PHAs are required to set out in their Admissions and Continuing Occupancy Policy (ACOP) how the PHA determines if an individual is exempt from the CSSR and the documentation needed to support the exemption. Exemptions for adult residents, as codified at 24 CFR 960.601, include persons who are:

- ✓ A. 62 years or older;
- ✓ B. 1. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c), and who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
2. is a primary caretaker of such individual;
- C. Engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is "engaged in work activities," the person must be participating in an activity that meets one of the following definitions of "work activity" contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
 - 1. Unsubsidized employment;
 - 2. Subsidized private-sector employment;
 - 3. Subsidized public-sector employment;
 - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - 5. On-the-job-training;
 - 6. Job-search;
 - 7. Community service programs;
 - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 - 9. Job-skills training directly related to employment;
 - 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 - 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate;

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- D. Able to meet requirements under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program; or,
- E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State¹ in which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

PHAs are encouraged to use 30 hours per week as the minimum number of hours for a work activity as described in Section 407(d) of the Social Security Act, and implementing regulations 45 CFR 261.31(1)(a)(1). PHAs can use reasonable guidelines in clarifying this statutory list of work activities in coordination with the Temporary Assistance to Needy Families (TANF) agency, as appropriate (see Notice PIH 2004-17(HA)).

PHAs must describe in its CSSR policy the process to determine which family members are exempt from the requirement, as well as the process for determining any changes to the exempt status of the family member. PHAs provide the family a copy of CSSR policy at initial application and secure certification of receipt as shown in Attachment A, (see 24 CFR 960.605(c)(2)).

PHAs make the final determination whether to grant an exemption from the community service requirement. If a resident does not agree with the PHA's determination, the resident may dispute the decision through the PHA's Grievance Procedures (see 24 CFR Part 966 Subpart B, 24 CFR 960.607(b)).

10. Resident Responsibilities at Lease Execution or Re-examination: At lease execution or re-examination, after the effective date of the adopted policy, all adult members (18 or older) of a public housing resident family must:

- A. Provide documentation, if applicable, that they qualify for an exemption; (Documentation provided by the tenant will be used by the PHA to determine whether the tenant is exempt from the CSSR) and,
- B. Sign a certification (examples provided in Attachments A and B) that they have received and read the policy and understand that if they are not exempt, failure to comply with the community service requirement will result in nonrenewal of their lease, per 24 CFR 966.4(l)(2)(iii)(D).

When a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation. When an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA as soon as possible.

11. Documentation of CSSR Completion: PHAs must include in the CSSR policy that exemption/CSSR completion is verified annually by the PHA. At least 30 days before the annual reexamination and/or lease expiration, the PHA reviews the exempt or nonexempt status and compliance of non-exempt family members (see 24 CFR 960.605(c)(3)). At each regularly scheduled rent re-examination, each non-exempt family member presents a signed certification on a form provided by the PHA of CSSR activities performed over the previous twelve (12) months. PHAs must obtain third-party verification of CSSR completion administered through outside organizations. Each PHA develops a standardized form with places for signature confirmation by supervisors, instructors, or counselors certifying the number of hours contributed. Additional supporting documentation may be requested of the resident to verify CSSR participation or

¹ HUD has determined that the Supplemental Nutrition Assistance Program (SNAP) qualifies as a welfare program of the state. Therefore, if a tenant is a member of family receiving assistance under SNAP, and has been found by the administering State to be in compliance with the program requirements, that tenant is exempt from the CSSR.

exempt status. Copies of the certification forms and supporting documentation must be retained in PHA files.

12. Noncompliant Residents: PHAs may not evict a family due to CSSR non-compliance. However, if PHA finds a tenant is non-compliant with CSSR, then the PHA must provide written notification to the tenant of the noncompliance which must include:

- A. A brief description of the finding of non-compliance with CSSR.
- B. A statement that the PHA will not renew the lease at the end of the current 12-month lease term unless the tenant enters into a written work-out agreement with the PHA or the family provides written assurance that is satisfactory to the PHA explaining that the tenant or other noncompliant resident no longer resides in the unit. Such written work-out agreement must include the means through which a noncompliant family member will comply with the CSSR requirement.

The tenant may request a grievance hearing on the PHA determination, in accordance with 24 CFR Part 966, subpart B, and the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of such determination.

13. Enforcement Documentation: Should a family member refuse to sign a written work-out agreement, or fail to comply with the terms of the work-out agreement, PHAs are required to initiate termination of tenancy proceedings at the end of the current 12-month lease (see 24 CFR 966.53(c)) due to the fact that the family is failing to comply with lease requirements. When initiating termination of tenancy proceedings, the PHA will provide the following procedural safeguards:

- A. Adequate notice to the tenant of the grounds for terminating the tenancy and for non-renewal of the lease;
- B. Right of the tenant to be represented by counsel;
- C. Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and present any affirmative legal or equitable defense which the tenant may have; and,
- D. A decision on the merits.

14. 50058 Coding: The Instruction Booklet for Form HUD 50058 contains information on coding CSSR status. At the time of program admission, enter either 3 or 4. At each annual re-examination, enter code 1, 2, or 4. See below:

- 1 - PHA determines resident is *not exempt* and is *in compliance* with CSSR
- 2 - PHA determines resident is *not exempt* and *not complying* with CSSR
- 3 - PHA is in the process of verifying CSSR compliance
- 4 - PHA determines resident is exempt
- 5 - Do not use this code for "not applicable" under any circumstance

15. Monitoring: HUD has re-instated the generation of the Community Service and Self-Sufficiency monitoring report on a quarterly basis. The monitoring report includes tenants that have reported Wage or Welfare incomes on the HUD-50058. The monitoring report does not exclude tenants with disabilities. The report will be posted on the REAC web site and access will be provided to all affected PHAs. REAC will be sending an e-mail to each PHA listed on the CSSR report advising them of the content of the report and explaining the steps necessary to make corrections and changes in PIC as appropriate.

The Department requests through this Notice that all PHAs review the 50058 coding reported for CSSR in the PIC system for their residents and update any that do not conform to these instructions. PHAs must be

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prepared to supply adequate supporting documentation as listed in Section 9 – Exempt Residents, Section 12 – Noncompliant Residents and Section, and 11 – Resident Responsibilities at Lease Execution or Re-examination above in the case of a review or audit.

- 16. Sanctions Against PHAs:** Section 6(j)(4)(A) of the United States Housing Act of 1937 provides sanctions against any housing authority failing to comply substantially with any provision of the Act relating to the public housing program. Sanctions include, but are not limited to, terminating, withholding, or reducing assistance payments. These sanctions are applicable to housing authorities failing to substantially comply with the CSSR requirement.
- 17. Further Information:** Direct inquiries to Todd Thomas of the Office of Public Housing and Voucher Programs at (678)732-2056.
- 18. Paperwork Reduction:** The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control numbers 2577-0083 and 2577-0226.

/s/

Lourdes Castro Ramírez
Principal Deputy Assistant Secretary
for Public and Indian Housing



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 close of business on the fifth day of the month, a Notice to Vacate will be issued to the tenant. 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 a charge of \$15.00 for bank charges and/or processing costs.

13.8 EXTENSION TO PAY RENT

The following outlines the procedure for submitting an extension to pay rent.

- A. Extensions must be in writing and requested by the close of business on the fifth day of the month; extensions will not be granted after that time.
- B. Residents must speak with the Public Housing Manager in order for an extension to be approved.
- C. Approvals must be granted in person; failure to do this will result in denial of the request. If the Public Housing Manager is not available, the Executive Director will review the extension request.
- D. Approvals will only be made for extenuating circumstances or at the discretion of the designated MHA staff. Residents must provide proof of these circumstances.
- E. The time allotted for an extension will not exceed past the last day of the month the request is for.

14.0 COMMUNITY SERVICE

Section 12(c) [42 U.S.C. Section 437j] of the United States Housing Act of 1937, as amended on October 12, 1998 by Section 512 (Pub. L. 105-276) of the Quality Housing and Work Responsibility Act of 1998, contained a CSSR that every adult resident of public housing contribute eight hours of community service per month, or participate in an economic self-sufficiency program for eight hours per month. Regulations for the CSSR requirement can be found at 24 CFR Subpart F, 960.600 through 960.609.

14.1 GENERAL

Community service and economic self-sufficiency requirements mandate that each nonexempt adult household member (18 years or older) shall either contribute 8 hours per month of community service, or participate in an economic self-sufficiency program for 8 hours per month (see 24 CFR 960.603(a)). The requirements can also be met by performing a combination of 8 hours of community service and participate in an economic self-sufficiency program. The required community service or self-sufficiency activity may be completed at 8 hours each month or may be aggregated across a year. Any blocking of hours is acceptable as long as 96 hours is

completed by each annual certification. In order to be eligible for continued occupancy, each adult family member must do one of the following:

- A. Contribute eight (8) hours per month of community service (96 hours per year) (not including political activities); or
- B. Participate in an economic self-sufficiency program; or
- C. Perform eight (8) hours per month of combined activities as previously described unless they are exempt from this requirement.

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from the community service requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1)) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activity as defined in Section 407(d) of the Social Security Act, specified below. Family members must be engaged in 20 hours or more per week to qualify for the exemptions below:
 - 1. Unsubsidized employment;
 - 2. Subsidized private-sector employment;
 - 3. Subsidized public-sector employment;
 - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - 5. On-the-job training;
 - 6. Job-search and job-readiness assistance;
 - 7. Community service programs;
 - 8. Vocational educational training (not to exceed 12 months with respect to any individual);

9. Job-skills training directly related to employment;
10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and

E. Family members who are or would be 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, benefits or services 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.

14.3 NOTIFICATION OF THE REQUIREMENT

The Mexico Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Mexico Housing Authority 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. The Mexico Housing Authority shall verify such claims.

When a nonexempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation. When an exempt person becomes nonexempt, it is his or her responsibility to report this to the PHA as soon as possible. Families will be advised that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties to the benefit of the public that may 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.

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).

The Mexico Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of possible volunteer community service positions.

14.5 THE PROCESS

During the application, lease up process, and each annual reexamination thereafter, the Mexico Housing Authority will do the following:

- A. Identify and notify residents which household members are exempt or required to do community service based on the verification provided from the resident during the lease up process and each annual recertification.
- B. Provide information of possible community service agencies.
- C. Provide a volunteer time sheet to the family member each month. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. At least thirty (30) calendar days before the family's next lease anniversary date, Mexico Housing Authority will notify residents of their delinquent hours if an adult family member is not in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Mexico Housing Authority 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.

14.7 OPPORTUNITY FOR CURE

The Mexico Housing Authority 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. It will state the number of hours that the family member is deficient. 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.



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, the Mexico Housing Authority shall take action to terminate the lease unless the noncompliant family no longer lives in the unit. SEE ADMINISTERING THE COMMUNITY SERVICE & SELF SUFFICIENCY REQUIREMENT (PIH-2015-12(HA))

14.8 COMMUNITY SERVICES

MHA may form their own policy in regards to accepting community services at the profit motivated entities, acceptance of volunteer work performed at homes or offices of general private citizens, and court ordered or probation based work.

Pursuant to 24 CFR 960.609, no PHA may substitute community service activity performed by a resident for work ordinarily performed by a MHA employee. However, residents may do community service on the PHA property or with or through PHA programs to assist with or enhance work done by a PHA employee.

Eligible community service activities include, but not limited to, serving at:

A. Local public or nonprofit institutions, such as schools, Head Start Programs, before or after school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);

B. Nonprofit organizations serving PHA residents or their children, such as Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Police Activities League, organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs;

C. Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, meals on wheels;

D. Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts;

E. PHA housing to improve ground or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with PHA run self-sufficiency activities including supporting computer learning centers;

F. Care for the children of other residents so parents may volunteer.

15.0 RECERTIFICATIONS

At least annually, the Mexico Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine the following:

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