

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. 2855 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 periodic corrections and changes and;

WHEREAS, a thirty-day comment period was necessary due to significant changes and new regulations and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 16th day of November, 2016, 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 #2855 revision to the ACOP.

Passed this 16th day of November, 2016.

Chris Miller, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority



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RESOLUTION NO. 2856 RESOLUTION APPROVING THE REVISION TO THE Administration Plan for the Housing Choice Voucher Program

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 the Housing Choice Voucher Programs and,

WHEREAS, HUD requires all housing authorities to have a written Administration Plan and to periodically revise the policy, and

WHEREAS, the Admin Plan was prepared in accordance with prescribed guidelines and in the correct form to allow for periodic corrections and changes and;

WHEREAS, a thirty-day comment period was necessary due to significant changes and new regulations and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 16th day of November, 2016, 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 #2856 revision to the Admin Plan.

Passed this 16th day of November, 2016.

Chris Miller, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

A handwritten signature in black ink, enclosed in an oval shape, reading "TAMMY DREYER".

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RESOLUTION NO. 2857

REVISIONS OF THE MEXICO HOUSING AUTHORITY Smoke Free Policy

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 receives funds for modernization and rehabilitation of the public housing units and facilities through the Capital Fund Program (CFP), and

Whereas, HUD has required all PHA's to create a Smoke Free Policy with guidelines and requirements, and

Whereas, the Board of Directors approves this policy to best meet the needs of the Mexico Housing Authority and requirements of current Federal and State laws and HUD requirements and,

Whereas, HUD states "We have a responsibility to protect public housing residents from the harmful effects of secondhand smoke, especially the elderly and children who suffer from asthma and other respiratory diseases," said HUD Secretary Julián Castro. "This proposed rule will help improve the health of more than 760,000 children and help public housing agencies save \$153 million every year in healthcare, repairs and preventable fires" and,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 16th day of November, 2016, 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 to adopt Resolution 2857 approving the Smoke Free Policy.

Passed this 16th day of November, 2016.

Chris Miller, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

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MEXICO HOUSING AUTHORITY

SMOKE FREE POLICY

The U.S. Surgeon General has warned that breathing secondhand smoke for even a short time is dangerous. Children, the elderly and disabled, and low-income and other disadvantaged individuals and families are the most likely to suffer from breathing secondhand smoke. Secondhand smoke causes heart attacks and lung cancer and it makes asthma worse. Smoke-free housing is especially important for kids. Secondhand smoke can hurt their growing lungs, and kids and teens with asthma have difficulty breathing. Secondhand smoke is also associated with Sudden Infant Death Syndrome (SIDS). Research has demonstrated that smoke does not stay contained within individual apartments and as a result can harm residents in non-smoking apartments.

In an effort to protect nonsmokers, especially children, from the harmful effects of secondhand smoke the Mexico Housing Authority (MHA) will implement a smoke free policy at all of its owned and managed properties beginning April 1, 2017.

This policy bans smoking inside all buildings and structures owned or managed by the Mexico Housing Authority (MHA). The smoke free policy will be in full effect April 1, 2017 and this applies to all employees, residents and their guests.

Purpose of Smoke-Free Policy. The purpose of the Smoke-Free policy is to protect everyone's right to choose whether or not to smoke and to protect the interiors of buildings from damage caused by smoking. Smoking is not allowed inside any MHA-owned property, within a certain distance from public exterior entrances. This policy will take effect agency-wide April 1, 2017. Failure of any resident to follow the smoke-free policy will be considered a lease violation.

Definition of Smoking. The term "smoking" means inhaling, exhaling, breathing or carrying any lighted cigar, cigarette, hookah, e-cigarette or other tobacco product, incense or similar lighted product in any manner in any form.

The MHA promotes Smoke-Free Policy. "No Smoking" signs will be posted at all entrances to the buildings. "No Smoking" signs will be posted at the common areas. Smoke Free Building signs will be affixed to family site units.

Smoking Areas. Smoking outside the buildings is limited to at least 25 feet away from public entrances. At family sites, residents are asked to be considerate of open windows and doors when choosing where to smoke outside. Signage will be posted prohibiting smoking within 25 feet of units.

Resident to Promote Smoke-Free Policy and to Alert Management of Violations.
Resident shall inform Resident's guests of the Smoke-Free policy. If residents smell smoke in any place in the smoke-free areas, they are encouraged to report this to the

Site Manager as soon as possible and identify the location. Management will seek the specific source of the smoke and take appropriate action.

The MHA Not a Guarantor of Smoke-Free Environment. The MHA's adoption of a smoke-free living environment and the efforts to designate MHA property as smoke-free, do not make the MHA or any of its managing agents the guarantor of the resident's health or of the smoke-free condition of the resident's unit and the common areas. However, the MHA will take reasonable steps to enforce the smoke-free terms of its leases. The MHA is not required to take steps in response to smoking unless the MHA knows of said smoking or has been given written notice of said smoking.

Other Residents are Third-Party Beneficiaries of Resident's Agreement. The Resident agrees that the other residents in MHA-owned properties are the third-party beneficiaries of the Resident's smoke-free addendum agreements with the MHA. (In layman's terms, this means that the Resident's commitments in a lease addendum are made to the other residents as well as to the MHA.) A resident may sue another resident for an injunction to prohibit smoking or for damages, but does not have the right to evict another resident. Any suit between residents herein shall not create a presumption that the MHA breached any lease addendum.

Effect of Breach and Right to Terminate Lease. A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the lease. A material breach of this addendum shall be a material breach of the lease and grounds for immediate termination of the lease by the MHA.

Violation of Smoke-Free Policy. A resident household will be determined to be in violation of the policies if:

- Staff witnesses a tenant, tenant's guest, family member, service provider or other person smoking or using incense inside a MHA-owned property.
- Staff witnesses a lighted smoking product in an ashtray or other receptacle inside a MHA-owned property.
- Damages to the interior of MHA-owned property that are the result of burns, nicotine stains and/or ashes caused by smoking products.
- Repeated reports to staff of violations of this policy by third parties.
- Clogged plumbing caused by a smoking product or products.

Notification of Violation of Lease. Violation notices will be issued in accordance with the HUD-approved lease as follows:

- First Offense: Staff will send the resident a gentle reminder of the smoking ban, including a copy of the lease addendum, and inform the resident of the smoking cessation resources the agency has available.

- Second Offense: Staff will send the resident a notice of a mandatory conference to discuss the policy and repeated violations. Property management staff will be present to assist the resident in developing strategies to help them comply with the policy in order to safeguard their housing. If the resident fails to attend the conference, he/she will receive a lease violation notice per MHA policy.
- Third Offence: Staff will send a 30-day notice of termination of housing – with option to remedy, information on the grievance policy and information on smoking cessation materials
- If resident does not comply, MHA will proceed with eviction. MHA will work closely with Audrain County Health Department throughout the enforcement process, referring those residents who would like extra assistance in finding services to organizations as applicable.

Disclaimer by the MHA. The resident acknowledges that the MHA's adoption of a smoke-free living environment and the efforts to designate the specific locations as smoke-free do not in any way change the standard of care that the MHA or managing agent would have to a resident household to render buildings and premises designated as smoke-free any safer, more habitable, or improved in air quality standards than any other rental premises. The MHA specifically disclaims any implied or express warranties that the building, common areas or resident's premises will have any higher or improved air quality standards than any other rental property. The MHA cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Resident acknowledges that the MHA's ability to police, monitor, or enforce the agreements of this addendum is dependent in significant part on voluntary compliance by Resident and Resident's guests. Residents with respiratory ailments, allergies or any other physical or mental condition relating to smoke are put on notice that the MHA does not assume any higher duty of care to enforce this addendum than any other landlord obligation under the lease.

New residents will be given a copy of the smoking policy. After review, the resident will sign the form and signed copy will be maintained in the resident's file.

Upon adoption of this policy, all current residents of properties covered by this policy will be given a copy of the policy. After review, the resident will sign the form and return it to the Manager's office, where it will be filed into the tenant's file. Any current damages to your unit caused by smoking, including cigarette burns in the vinyl, vanity, tile, counters and other locations MUST be reported and documented before April 1, 2017.

Resident _____
date _____

Resident _____
date _____

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RESOLUTION NO. 2858

RESOLUTION APPROVING THE MHA 2017 Capital Fund/Five Year Plan

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

WHEREAS, HUD requires all housing authorities to prepare a Capital Fund Plan for each year in accordance with HUD's rules and regulations, and

WHEREAS, comments were received from the Resident Association. The following suggestions were provided by the RA:

New windows
Kitchen Counter

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 16th day of November, 2016, The Board of Commissioners approved /authorized the submission of the MHA's PHA 2017 Capital Fund/Five Year Plan.

Passed this 16th day of November 2016

Chris Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		Grant Type and Number Capital Fund Program Grant No.: MO36P01050117 Replacement Housing Factor Grant No.: no Date of CFFP:		FFY of Grant: 2017 FFY of Grant Approval: 2016	
Type of Grant	<input checked="" 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"/> Final Performance and Evaluation Report <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Total Actual Cost ¹ <input type="checkbox"/> Obligated <input type="checkbox"/> Expended			
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$20,000.00			
3	1408 Management Improvements	\$5,000.00			
4	1410 Administration (may not exceed 10% of line 21)	\$29,500.00			
5	1411 Audit	\$0.00			
6	1415 Liquidated Damages	\$0.00			
7	1430 Fees and Costs	\$20,000.00			
8	1440 Site Acquisition	\$0.00			
9	1450 Site Improvement	\$21,540.00			
10	1460 Dwelling Structures	\$186,720.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$12,240.00			
12	1470 Non-dwelling Structures	\$0.00			
13	1475 Non-dwelling Equipment	\$0.00			
14	1485 Demolition	\$0.00			
15	1492 Moving to Work Demonstration	\$0.00			
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

⁴ RHF funds shall be included here.



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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 CMB No. 2577-02226
 Expires 06/30/2017

Part I: Summary		FFY of Grant:2017 FFY of Grant Approval: 2016	
PHA Name: HA of City of Mexico MO	Grant Type and Number Capital Fund Program Grant No.: MO36P01050117 Replacement Housing Factor Grant No: no Date of CFP:		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Line Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line		Total Estimated Cost Original	Total Actual Cost ¹ 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)	\$0.00	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$295,000.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	\$ 136,250.00	
Signature of Executive Director		Date	Signature of Public Housing Director
			

¹ To be completed for the Performance and Evaluation Report

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

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

⁴ RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part II: Supporting Pages

PHA Name: Housing Authority of City Of Mexico MO		Grant Type and Number Capital Fund Program Grant No: MO36P01050117 CFFP (Yes/ No): no Replacement Housing Factor Grant No:	Federal FFY of Grant: 2017				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
			Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Operations	Operations	1406		20,000.00			
Administration	Management Improvements	1408		5,000.00			
Administration	Management Fees	1410.0000		29,500.00			
PHA Wide	A&E Fees	1430.010		20,000.00			
PHA Wide	Tree services	1450.320	5 units	7,180.00			
PHA Wide	Landscape, Erosion Control	1450.400	5 units	7,180.00			
PHA Wide	Concrete work	1450.560	900 sq	7,180.00			
PHA Wide	Painting, Interior	1460.170	10 units	14,350.00			
PHA Wide	Kitchen Cabinets/Fixtures	1460.220	20 units	14,350.00			
MO 03-04	Windows	1460.310	18 units	57,470.00			
PHA Wide	Unit Restoration	1460.830	25 units	7470.00			
MO -01,02, 03, 04	Window Screens	1460.300	18 units	50,000.00			
MO -01,02, 03, 04	Bath cabinets/fixtures	1460.230	10 units	7,180.00			
MO 01 02 03 04	Gutter, Down spouts	1460.430	13 units	14,360.00			
MO 01 02 03 04	Water heater	1460.590	10 units	7180.00			
MO 01 02 03 04	Furance	1460.690	5 units	7180.00			
MO 01 02 03 04	AC central	1460.700	10 units	7180.00			
MO -01,02, 03, 04	Refrigerators	1465.012	14 units	7240.00			
MO-01 02 03 04	Ranges	1465.014	10 units	5000.00			

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

² To be completed for the Performance and Evaluation Report.

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

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

¹Obligation 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.



Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/30/2011

Part I: Summary

PHA Name/Number	Locality (City/County & State) Mexico Audrain Missouri					Original 5-Year Plan	Revision No:
	Development Number and Name: Mexico Housing Authority MO010	Work Statement for Year 1 FFY	Work Statement for Year 2 FFY	Work Statement for Year 3 FFY	Work Statement for Year 4 FFY		
A.	2017	2018	2019	2020	2021		
B.	Physical Improvements	Annual Statement \$202,500.00	\$203,000.00	\$203,000.00	\$204,800.00		
C.	Management Improvements	\$5000.00	\$5000.00	\$5,000.00	\$5,000.00		
D.	PHA-Wide Non-dwelling Structures and Equipment	\$0.00	\$0.00	\$0.00	\$0.00		
E.	Administration	\$27,500.00	\$27,000.00	\$27,000.00	\$25,200.00		
F.	Other (A&E FEES)	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00		
G.	Operations	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00		
H.	Demolition	\$0.00	\$0.00	\$0.00	\$0.00		
I.	Development	\$0.00	\$0.00	\$0.00	\$0.00		
J.	Capital Fund Financing – Debt Service						
K.	Total CFP Funds	\$275,000.00	\$275,000.00	\$275,000.00	\$275,000.00		
L.	Total Non-CFP Funds						
M.	Grand Total						

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary (Continuation)

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Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0221

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Capital Fund Program—Five-Year Action Plan

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

OMB No. 2577-0226
Expires 4/30/20011

Part II: Supporting Pages – Physical Needs Work Statement(s)

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Capital Fund Program—Five-Year Action Plan

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

OMB No. 2577-0226
Expires 4/30/2001

Part III: Supporting Pages – Management Needs Work Statement(s)

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Capital Fund Program—Five-Year Action Plan

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

OMB No. 2577-0226
Expires 4/30/20011

Part III: Supporting Pages – Management Needs Work Statement(s)

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