

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. 2859

RESOLUTION APPROVING THE MHA PHA Plan/5 Year Plan and 2017 Annual 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 PHA Plan and submit a 5 Year Plan and Annual 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
Bathroom upgrades

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 Plan, 5 year Plan and 2017 Annual Plan.

Passed this 16th day of November 2016

Chris Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

35

Streamlined Annual PHA Plan (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
---	---	--

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.																															
<p>A.1 PHA Name: <u>Mexico Housing Authority</u> PHA Code: <u>MO010</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/2017</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>211</u> Number of Housing Choice Vouchers (HCVs) <u>151</u> Total Combined <u>362</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>PHA Plans are available during normal office hours (8am to 4:30pm) at City of Mexico Housing Authority 828 Garfield, Mexico, MO 65265 or at our website mexicoha.com (anytime)</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																											
				PH	HCV																										
Lead PHA:																															

36

B.	Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year PHA Plan</u> submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>DECONCENTRATION POLICY</p> <p>It is the Mexico Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.</p> <p>The Mexico Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.</p> <p>Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.</p> <p>OR</p> <p>The Mexico Housing Authority is not subject to the deconcentration requirements according to 24 CFR 903. Nevertheless, the Mexico Housing Authority will affirmatively market its housing to all eligible income groups.</p> <p>DECONCENTRATION INCENTIVES</p> <p>The Mexico Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.</p> <p>Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>Housing Needs and Strategy for Addressing Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Housing needs have remained high during the past year. Significant increases in utility costs make it more difficult for low income households to secure and maintain their housing. Poor energy saving measures puts families at financial risk often leading to unpaid utility bills and loss of housing. In turn, low income families with large debts owed to utility companies are unable to get utilities turned on in their names without paying off their debt to the utility companies. Based upon the waitlist and information we receive there is a need for low income housing in this area. It appears there is a high demand for one bedroom units. Based upon the information contained in the Consolidated Plan applicable to the Mexico Housing Authority jurisdiction, and the history of applicants and current residents, the need is for elderly and handicap affordable housing and single moms and young starting families.</p> <p>Housing strategy for addressing the housing needs is that The Mexico Housing Authority has a Board appointed points system that creates a preference for working families and residency preferences when housing in the Audrain area. Which include disabled and elderly families. MHA continues to upgrade units with energy efficient products and works with the residents to get utility assistant as needed. MHA is dedicated to doing weather-stripping around doors, replacement of windows and/or sealing windows, upgrading hot water heaters to energy star ratings, and as one bedroom units are available we return to move in condition as quickly as possible to serve those in need of one bedroom units.</p> <p>MHA has a strong set of goals to:</p> <ul style="list-style-type: none"> Improve the quality of life Strengthen relationship and service to clients and stakeholders Build and increase the community partnerships needed to provide our clients access to a variety of supportive services Expand employment and educational opportunities by increasing vendor and resident participation in Section 3 Enhance safety and security measures in housing communities

	<p>Preserve and expand affordable housing Develop viable communities and neighborhoods of choice Responsibly invest capital funds to retrofit and upgrade existing housing communities Expand our inventory of affordable housing (hard units and housing assistance) Strengthen MHA's performance and service Remain a "High Performing" Agency Significantly improve our service to dients and partners Continue investing in employee development activities to build staff capacity Strengthen our internal controls and administrative systems Engage in a board-led strategic planning process Implement a Smoke Free Policy Promoting AFFH</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>MHA will be implementing a New Smoke Free Policy to take affect April 2017</p> <p>MHA is in the process of Disposition of 8 units (607, 609, 613, 615, 701, 703, 707, 709 Bolivar) which MHA is losing two one bedroom units, four two bedroom units, and two three bedroom units. MHA would like to either build one bedroom units which seem to be in high demand according to the waitlist for this size unit being so large and/or buy already standing units to convert to PH units.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The mission of the Mexico Housing Authority is to provide and facilitate the availability of decent, quality and affordable housing in a safe and secure living environment, improve neighborhoods and the quality of life for low and moderate – income residents throughout the City of Mexico. In order to fulfill this mission, Mexico Housing Authority must preserve its aging housing stock through timely maintenance and modernization of developments. While continuing this effort, we have made customer care our top priority by placing our residents and stakeholders first in everything we do, thereby providing safe, decent and sanitary housing and compassionate service to residents.</p> <p>The Housing Authority of the City of Mexico (MHA) is a small, rural authority with less than 250 dwelling units(211) of Public Housing (PH) and 151 Housing Choice Vouchers (HCV). Most of the housing units were constructed in the 1960s and now require various renovations to meet current acceptable standards such as energy efficiency, adaaccessibility, and resident resource programs. Therefore, the primary focus of this Five Year Plan and the Annual Plan is to continue the renovation of existing housing units to better curb appeal, modernize and update infrastructure and develop resources to support the families currently residing in public housing units. The Plan is to;</p> <ol style="list-style-type: none"> 1. To provide high quality maintenance service 2. Ensure Equal Opportunity in Housing 3. Improve public housing management (PHAS score) 4. Maintain the availability of decent, safe and affordable Housing 5. Improve the quality of assisted Housing 6. Improve community quality of life and economic vitality 7. Promote self-sufficiency and asset development of families and individuals 8. Improve customer service. 9. Keep Choice Neighborhood Housing a priority through our deconcentration process. 10. Promote Fair Housing/LGBT/AFFH 11. Disposition of MO-01 607 (1 bdrm), 609 (1 bdrm), 613 (2 bdrm), 615(2 bdrm), 701 (3 bdrm), 703 (3 bdrm), 707 (2 bdrm), 709 (2 bdrm) Bolivar 12. Replace housing stock with new or already existing units, using proceeds from the sale of Bolivar units. 13. Implement a Smoke Free Housing environment 14. Promote AFFH

38

	<p>PROGRESS REPORT FROM THE PREVIOUS 5-Year Plan.</p> <ol style="list-style-type: none"> 1. Replaced 112 units with new windows 2. Replace 86 Water Heaters, upgrade to energy efficient water heaters. 3. Replace 34 Ranges for energy efficiency. 4. Repaired 30 sinking foundations 5. Replaced 46 roofs 6. Replacement of 19 Refrigerators 7. Replacement of 31 Countertops 8. Painting of 25 Exterior Buildings 9. Continuous replacement of sidewalks, driveways, porches, & retaining walls 10. Continuous landscaping/erosion control 11. Continuous replacement/upgrades of lighting, vanity's, ranges, refrigerators, & faucets in units <p>AFFH PHA's uses the assessment to set goals to overcome issues identified</p> <ul style="list-style-type: none"> • Goals must inform later funding decisions • Will include "meaningful actions" to: <ul style="list-style-type: none"> -overcome patterns of segregation and foster inclusive communities free from barriers to opportunity -address disparities in housing needs and opportunities -replace segregation with integrated, balanced living • Include input from public participation process • Varying deadlines based on current Consolidated/PHA Plan <p>Public entities must take affirmative steps to remedy this history of segregation and prejudice in order to ensure that individuals have an opportunity to make an informed choice.</p>
C.	<p>Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.</p>
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-SM</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
D	<p>Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p>
D.1	<p>Civil Rights Certification.</p> <p><u>Form 50077-SM-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

39

D.2	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
D.3	Certification by State or Local Officials. <u>Form HUD 50077-SL</u> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
E	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
E.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. MHA last HUD-approved 5-Year Action Plan (HUD 50075.2) was approved May 20, 2016

Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

- A.1** Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b). Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address

20

any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k)) and 24 CFR §903.12(b).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

C. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)



☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. Annual Plan. PHAs must complete this section in all years.

D.1 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

D.2 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

D.3 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

E. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

E.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	---	--

1.0	PHA Information PHA Name: _____ City of Mexico Housing Authority _____ PHA Code: MO010 PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 04/01/2016					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>211</u> Number of HCV units: <u>151</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Mexico Housing Authority is to provide and facilitate the availability of decent, quality and affordable housing in a safe and secure living environment, improve neighborhoods and the quality of life for low and moderate – income residents throughout the City of Mexico. In order to fulfill this mission, Mexico Housing Authority must preserve its aging housing stock through timely maintenance and modernization of developments. While continuing this effort, we have made customer care our top priority by placing our residents and stakeholders first in everything we do, thereby providing safe, decent and sanitary housing and compassionate service to residents.					

43

- 5.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

The Housing Authority of the City of Mexico (MHA) is a small, rural authority with less than 250 dwelling units of public housing and 151 housing choice vouchers. Most of the housing units were constructed in the 1960s and now require various renovations to meet current acceptable standards such as energy efficiency, ada accessibility, and resident resource programs. Therefore, the primary focus of this Five Year Plan and the previous Annual Plan is to continue the renovation of existing housing units, modernize and update infrastructure and develop resources to support the families currently residing in public housing units. The Plan is to;

1. To provide high quality maintenance service
2. Ensure Equal Opportunity in Housing
3. Improve public housing management (PHAS score)
4. Increase the availability of decent, safe and affordable Housing
5. Improve the quality of assisted Housing
6. Improve community quality of life and economic vitality
7. Promote self-sufficiency and asset development of families and individuals
8. Improve customer service.
9. MHA may lease and/or sell 716 E Breckenridge(property is approved for disposition)
10. Promote Fair Housing/LGBT
11. Disposition of MO-01 607 (1 bdrm), 609 (1 bdrm), 613 (2 bdrm), 615(2 bdrm), 701 (3 bdrm), 703 (3 bdrm), 707 (2 bdrm), 709 (2 bdrm) Bolivar.
12. Replace housing stock with new or already existing units, using proceeds from the sale of Bolivar units.

PROGRESS REPORT FROM THE PREVIOUS 5-Year Plan.

1. Replaced 387 windows
2. Replace 45 water heaters, upgrade to energy efficient water heaters.
3. Replace 25 ranges for energy efficiency.
4. Repaired 23 sinking foundations
5. Replaced 21 roofs
6. Replacement of (56) Water Heaters
7. Replacement of (9) Countertops
8. Painting of (20) Exterior Buildings
9. Continuous replacement of sidewalks, driveways, porches,& retaining walls
10. Continuous landscaping/erosion control
11. Continuous replacement/upgrades of lighting, vanity's, ranges, refrigerators, & faucets in units

44

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ol style="list-style-type: none"> 1. Continuous upgrades for better curb appeal 2. Updated Community Service guidelines 3. Replace housing stock using money from sale of Bolivar. <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The City of Mexico Housing Authority Office located at 828 Garfield, Mexico, MO 65265 to be viewed between 8am and 4pm</p> <p>Attached is MHA's VAWA</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</p> <p>Disposition of MO-01 607 (1 bdrm), 609 (1 bdrm), 613 (2 bdrm), 615(2 bdrm), 701 (3 bdrm), 703 (3 bdrm), 707 (2 bdrm), 709 (2 bdrm) Bolivar, MHA looks to dispose of these units within the next 12 months. Replacing units lost with proceeds from the sale of Bolivar with existing units or new construction.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. "See HUD Form 50075.2 approved by HUD on 06/12/2014</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

<p>9.0</p>	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Housing needs have remained high during the past year. Significant increases in utility costs make it more difficult for low income households to secure and maintain their housing. Poor energy saving measures puts families at financial risk often leading to unpaid utility bills and loss of housing. In turn, low income families with large debts owed to utility companies are unable to get utilities turned on in their names without paying off their debt to the utility companies. Based upon the waitlist and information we receive there is a need for low income housing in this area. It appears there is a high demand for one bedroom units. Based upon the information contained in the Consolidated Plan applicable to the Mexico Housing Authority jurisdiction, and the history of applicants and current residents, the need is for elderly and handicap affordable housing and single moms and young starting families.</p> <table border="0"> <tr> <td> <p>PH</p> <p>Waitlist total # of families 63</p> <p>Elderly total 5</p> <p>Families with disabilities total 9</p> <p>Race/ethnicity White total 49</p> <p>Race/ethnicity Black total 13</p> <p>Race/ethnicity Hispanic total 0</p> <p>Race/ethnicity Mixed total 1</p> <p><u>Income</u></p> <p>Extremely low total 51</p> <p>Very Low total 9</p> <p>Low total 2</p> <p>PH Waitlist is currently open</p> </td> <td> <p>S8</p> <p>Waitlist total # families 100</p> <p>Elderly total 12</p> <p>Families with disabilities total 13</p> <p>Race/ethnicity White total 51</p> <p>Race/ethnicity Black total 46</p> <p>Race/ethnicity Hispanic total 2</p> <p>Race/ethnicity Mixed total 3</p> <p><u>Income</u></p> <p>Extremely low total 78</p> <p>Very low total 42</p> <p>Low income total 5</p> <p>Total vouchers leased 126</p> <p>S8 Waitlist is currently open</p> </td> </tr> </table>	<p>PH</p> <p>Waitlist total # of families 63</p> <p>Elderly total 5</p> <p>Families with disabilities total 9</p> <p>Race/ethnicity White total 49</p> <p>Race/ethnicity Black total 13</p> <p>Race/ethnicity Hispanic total 0</p> <p>Race/ethnicity Mixed total 1</p> <p><u>Income</u></p> <p>Extremely low total 51</p> <p>Very Low total 9</p> <p>Low total 2</p> <p>PH Waitlist is currently open</p>	<p>S8</p> <p>Waitlist total # families 100</p> <p>Elderly total 12</p> <p>Families with disabilities total 13</p> <p>Race/ethnicity White total 51</p> <p>Race/ethnicity Black total 46</p> <p>Race/ethnicity Hispanic total 2</p> <p>Race/ethnicity Mixed total 3</p> <p><u>Income</u></p> <p>Extremely low total 78</p> <p>Very low total 42</p> <p>Low income total 5</p> <p>Total vouchers leased 126</p> <p>S8 Waitlist is currently open</p>
<p>PH</p> <p>Waitlist total # of families 63</p> <p>Elderly total 5</p> <p>Families with disabilities total 9</p> <p>Race/ethnicity White total 49</p> <p>Race/ethnicity Black total 13</p> <p>Race/ethnicity Hispanic total 0</p> <p>Race/ethnicity Mixed total 1</p> <p><u>Income</u></p> <p>Extremely low total 51</p> <p>Very Low total 9</p> <p>Low total 2</p> <p>PH Waitlist is currently open</p>	<p>S8</p> <p>Waitlist total # families 100</p> <p>Elderly total 12</p> <p>Families with disabilities total 13</p> <p>Race/ethnicity White total 51</p> <p>Race/ethnicity Black total 46</p> <p>Race/ethnicity Hispanic total 2</p> <p>Race/ethnicity Mixed total 3</p> <p><u>Income</u></p> <p>Extremely low total 78</p> <p>Very low total 42</p> <p>Low income total 5</p> <p>Total vouchers leased 126</p> <p>S8 Waitlist is currently open</p>		

<p>9.1</p>	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Mexico Housing Authority has a Board appointed points system that creates a preference for working and residence preference when housing in the Audrain area. Which include disabled and elderly. MHA continues to upgrade units with energy efficient products and works with the residents to get utility assistant as needed. MHA is dedicated to doing weather-stripping around doors, replacement of windows and/or sealing windows, upgrading hot water heaters to energy star ratings, and as one bedroom units are available we return to move in condition as quickly as possible to serve those in need of one bedroom units.</p>
------------	--

410

10. 0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5- Year Plan.</p> <p>The Mexico Housing Authority's mission and goals are to provide "safe, decent and sanitary housing" opportunities to low income individuals and families. In carrying out this mission MHA will seek collaboration with local organizations and government agencies that provide services to improve the quality of life for our residents. Each employee, administrative and maintenance are constantly observed and directed in the proper implementation of our policies and appropriate training will be provided to ensure qualified workforce with a high degree of respect for each other and for the persons we serve.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Reduce PH vacancies 2. Improve PHAS score 3. Improve SEMAP score 4. Increase customer service 5. Conduct outreach efforts to voucher landlords 6. Ensure equal opportunity and affirmatively further fair housing <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Significant amendment is where there has been a major change in the 5-Year Plan. Whereas, substantial deviation/Modification is where the change in plan is so remote from the original plan</p> <ol style="list-style-type: none"> 1. Changes to rent or admissions policies or organization of the waiting list 2. Change to the PH ACOP 3. Changes to the HCV Admin Plan 4. Any changes with regard to demolition or disposition
	<p>11. Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ol style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities

conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHA's policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

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

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

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

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm

Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

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

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

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

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

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

complete only for Annual Plan submitted with the 5-Year Plan.)

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

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

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.*
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.*

MEXICO HOUSING AUTHORITY

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

RESOLUTION NO. 2860

RESOLUTION APPROVING THE STANDARDIZED CHARGE REVISIONS

WHEREAS, the Housing Authority of the City of Mexico (MHA) has entered into an Annual Contributions Contract with the Department of Housing and Urban Development (HUD) receives funds for the management and administration of its public housing programs, and

WHEREAS, damages occur in dwelling units as a result of a tenant's failure to exercise due care or accident, and

WHEREAS, the MHA Lease Agreement provides for charging tenants for damages of such nature, and

WHEREAS, HUD requires public housing authorities to recover costs for tenant related damages, and requires that the said costs be reasonable and limited to actual costs incurred by the MHA, and inflation or increased costs for material and labor necessitates modification to said costs, and

WHEREAS, a list of Standardized Charges is required to be maintained by the MHA that informs the residents of what costs will be charges for repairs and services, 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, The Board of Commissioners approved /authorized the Standardized Charge List.

Passed this 16th day of November 2016

Chris Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

51

Mexico Housing Authority

Charge List

Revised January 2017

As of January 1, 2015 the following, Plus "**Service Charge**" will be billed for repairs that are determined the resident's responsibility, according to the lease. Charges for items that are not included on this list are available upon request.

Repairs made during regular business hours not included in this list will be billed at \$15/hr + **service charge** + materials. Repairs made during non-business hours not included in this list will be billed at \$25/hr + **service charges** + materials. If contractor is required to repair tenant caused damages, MHA will charge the tenant the contractor's wages, and materials.

Description of Work

Yard & Exterior Work	Materials	Labor \$15.00 per hour	Total Cost + Service Charge
Repair holes/ruts in yard	50.00		
Haul Trash To Dump (tenants Request)	20.00		
Haul Trash To Dump (mandatory)	40.00		
Trash, litter, broken glass picked up on lawn/parking areas (flat fee)		50.00	
Paint over Graffiti	25.00	40.00	
Exterior Light Fixture	80.00		
Mail Box	35.00		
House Number	5.00		
Clean trash/debris off roof		15.00	
Exterior Dryer Vent, cover	15.00		
Tire Disposal (per tire)	10.00		
Appliances	Material	Labor	Total Cost + Service Charge
Clean Refrigerator (2hr Min)	Actual cost	30.00	
Clean Stove (2hr min)	Actual cost	30.00	
Rack for stove	20.00		
Rack for refrig	20.00		
Bar for Refrig	10.00		
Glass Shelf for refrig	30.00		
Gasket Refrig	52.00		

52

Gasket freezer door	25.00		
Crisper sm	40.00		
Crisper lg	65.00		
Stove Oven Door	70.00		
Burner Grate for stove	15.00		
Burner Valve	30.00		
Burner Knob stove	14.00		
Oven Broiler handle	15.00		
Range Hood	55.00		
Haul off Old Appliances			Actual disposal cost 40
Attic fan shutter	65.00		
Attic fan switch	55.00		
Refrigerator 17" new	475.00		
Refrigerator 18" new	485.00		
Stove Replacement 30" gas	360.00		
Stove Replacement Electric	425.00		
Oven Door Seal	45.00		
Windows, Shades, Screens, Storm Windows	Materials	Labor	Total Cost + Service Charge
Window Lock (each)	5.00		
Shade Bracket (each)	5.00		
Screen Small Replacement (per Window)	Actual cost	20.00	
Screen Medium Replacement (per Window)	Actual cost	20.00	
Screen Large Replacement (per window)	Actual Cost	20.00	
Window Glass Replacement (per window)	Actual Cost	20.00	
Reinstall Screen (per Screen)	Actual Cost	20.00	
Light Fixtures & Bulbs	Materials	Labor	Total Cost + Service Charge
Ceiling Light Fixture large	35.00	10.00	
Ceiling Light Fixture small	25.00	10.00	
Wall Mount Light Fixture	25.00	10.00	
60w Light bulbs (per bulb)	.85	15.00	
New light bulbs(led, energy)	7.00	15.00	
Walls, Switches & Electrical Outlets	Materials	Labor	Total Cost + Service Charge
Re-Painting (Per wall) 1hr min	Varies	15.00	

53

Corner Molding (per wall) 30 min minimum	6.00	7.50	
Thermo Stat	45.00	15.00	
Repair hole in floor (wood)	Actual cost	15.00	
Repair Sm hole in drywall walls/ceiling(4" and under)	Actual cost	15.00	
Repair Lg Hole in drywall walls/ceilings (over 4")	Actual cost	15.00	
3 way light switch	3.00		
Single Pole Switch	2.00		
Light Switch Cover (single)	1.20		
Light Switch Cover (double)	2.00		
Outlet receptacle	1.50		
Door Stop (per)	5.00		
Repair Handrail Interior	15.00		
Touch up Paint 1-2 Bdrm (prorated on 3 yrs)	150.00		
Touch up Paint 3-4 Bdrm (prorated on 3 yrs)	300.00		
Full Paint 1-2 Bdrm (less thn 3 yrs)	300.00		
Full Paint 3-4 Bdrm (less thn 3 yrs)	450.00		
Remove contact/wallpaper/shelf per room or per shelf	20.00		
Remove Mirrors (per Room)	20.00		
Remove Crayon, ink, markers, off walls (per Room)	20.00		
Excessive Nail holes (per room)	20.00	15.00	
Doors, Locks, Keys	Materials	Labor	Total Cost + Service Charge
Replace storm door screen	85.00	20.00	115.00
Replace storm door window	85.00	20.00	115.00
Storm door kick plate	47.00	20.00	82.00
Storm door handle	35.00	35.00	85.00
Storm door latch set	10.00	10.00	35.00
New Storm Door	250.00	40.00	305.00
Privacy Lock	20.00	20.00	55.00
Butterfly Only	25.00	25.00	65.00
Exterior Deadbolt Lock	31.00	30.00	76.00
Plunger Only	25.00	25.00	65.00

5

Change Locks (2hr min)		30.00	
Additional Keys (each)	6.00	10.00	
Repair broken door jam	Actual Cost	20.00	
Repair exterior door		20.00	
Exterior passage lock	17.00	20.00	
Exterior door replacement	Actual Cost	40.00	
Repair holes interior door (per Hole)	10.00	15.00	
Interior Door Replacement	Actual Cost	30.00	
Lock out During Business Hours		15.00	
Lock out after Business Hours		25.00	
Remove sticker from door (per door)		15.00	
Plumbing, Kitchen, Bath Fixtures	Materials	Labor	Total Cost + Service Charge
Kitchen Faucet	90.00	15.00	120.00
Kitchen Faucet Sprayer	20.00	15.00	50.00
Kitchen/Bath Faucet Repair		30.00	
Bath Faucet	80.00	15.00	
Bathtub Faucet	95.00	45.00	
Unclog Sink, Tub, Stool (3hr Min)		50.00	
Toilet Floor Mount	190.00	20.00	
Toilet Wall Mount	350.00	40.00	
Vanity Bowl	60.00	40.00	
Vanity Cabinet	150.00	40.00	
Wall Hung Sink	350.00	30.00	
Toilet seat	40.00		
Towel Rack	15.00		
Medicine Cabinet	45.00	15.00	
Toilet Tissue Holder	5.00		
Exhaust Fan	65.00		
Shower Head	8.00		
Tank Bowl Lid	35.00		
Sink Stopper Basket	7.00		
Cabinet Door Repair/Replace	35.00		
Outdoor Water Faucet	30.00		
Repair to Tub/Shower	Actual Cost	30.00	
Bath sink stopper	6.00		
Floors	Materials	Labor	Total cost + Service Charge

55

Replace Floor Tile (per tile)	1.50	15.00	
Replace Cover Base (per Linear Foot)	10.00	15.00	
Remove carpet backing/glue stuck to floor (per Room)		90.00	
Sweep floors 1-2 bdrm		60.00	
Sweep floors 3-4 bdrm		90.00	
Mop floors 1-2 bdrm	10.00	60.00	
Mop floors 3-4 bdrm	10.00	90.00	
Miscellaneous	Materials	Labor	Total Cost + Service Charge
Smoke Alarm	27.00	15.00	
Smoke Alarm Disconnected (1 st Offense)		40.00	
Smoke Alarm Disconnected (2 nd Offense & Possible Lease Termination)		60.00	60.00
Handicap Accessories	Actual Cost		
Curtain Rod (per Window)	20.00	15.00	
Clothesline Pole	30.00	15.00	
Closet Shelf	25.00	15.00	
Counter Top	Actual Cost	240.00	
Clean stickers, marker, off refrigerators, cabinets, doors, walls Etc...		15.00	
Return Air Vent	15.00	30.00	
Peep Hole	10.00	15.00	
Pet Waste Clean Up		25.00	
Level 1 Cleaning per item	30.00		
Level 2 Cleaning per item	60.00		
Level 3 Cleaning per item	90.00		
Remove Nicotine off walls smoking unit 1 bedroom	300.00		
Remove Nicotine off walls smoking unit 2 bedroom	350.00		
Remove Nicotine off walls smoking unit 3 bedroom	400.00		
Remove Nicotine off walls smoking unit 4 bedroom	450.00		
Storage for Abandon Property 30 days	30.00 per every 30 days		

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. 2861

RESOLUTION APPROVING Security Wall for the Front Office

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the modernization and rehabilitation and safety of the public housing units under the operating fund, and

WHEREAS, the MHA solicited several contractors in accordance with HUD regulations and the MHA Procurement Policy, and

WHEREAS, the MHA received one bid in regards to the security of Mexico Housing Authority front office and the safety of our clients, and

WHEREAS, MHA is seeking approval for Robinett Construction to complete the upgrades and security requests needed to create a safe environment, and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves this Resolution for the construction contract to be assigned to Robinett Construction in the amount of \$5,956.00 for the Security Wall.

Passed this 16th day of November, 2016

Chris Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

57

Sam
ROBINETT
CONSTRUCTION, INC.

DESIGN•BUILD



426 W. LOVE MEXICO, MO 65265 (573) 581-5521 (573) 581-7903 FAX

PROPOSAL

Submitted To:

Name: Mexico Housing Authority
Street: 828 Garfield Ave.
City/State/Zip: Mexico, MO 65265
Phone: 573-581-2294

Attn: Josh Hinten

Date: October 13, 2016

We hereby propose to furnish all the materials and perform all the labor at prevailing wage rates necessary for the completion of work specified below at address listed above:

Build a Partition Wall in the Reception Area:

- **Frame New 8' x 12'6" Wall**
- **Install One (1) 3/0 6-Panel Steel Door**
 - o **Includes Mechanical Keyless Hardware**
- **Install One (1) 3' x 4' Pass-Through Window**
 - o **\$500 Allowance**
 - o **L-shaped for ADA compliance**
 - o **1/4" Laminated Glass**
 - o **Two (2) Pass-Through Cutouts**
 - **See Attached Picture for Example**
 - o **Mounted on Existing Countertop**
- **Drywall and Paint Both Sides of the Wall**
 - o **Installation of Tear-Away on Wall Edges & Corner Bead at Ceiling**
 - o **Painted Door, Jamb, & Casing**
- **Install Cove Base Trim**

Total \$ 5,956.00

NOT INCLUDED:

- **Performance Bond**
- **New Countertop(s) for the Pass-Through Area of Wall**
- **Replacement of Ceiling Tiles**
- **Any Painting or Drywall Work in the Rest of the Room**
- **Relocation of Any Electrical**
- **Replacement of Flooring**

Payment Terms:

Balance Due Upon Project Completion

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and General Liability Insurance on above work to be taken out by Robinett Construction, Inc.

Respectfully Submitted _____ Date _____

CONTRACT ACCEPTANCE

Signature _____ Date _____

426 West Love, Mexico, Missouri 65265 • Phone: (573) 581-5521 • Fax: (573) 581-7903

58