

1.0	PHA Information PHA Name: <u>Moline Housing Authority</u> PHA Code: <u>IL020</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2010</u>																																
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>486</u> Number of HCV units: <u>234</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.)																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 8%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) Included in the Consortia</th> <th colspan="2" style="width: 34%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 10%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 19%;">HCV</th> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr><td> </td><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><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia		No. of Units in Each Program		PH	HCV	PH	HCV																					
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		PH	HCV	PH		HCV																											
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																																
5.1	Mission. The Moline Housing Authority was developed to provide affordable, safe, and sanitary housing to low-income individuals and families residing in or desirous of residing in the City of Moline, Illinois. We are committed to providing supportive services to all residents. These services will be designed to assist them in attaining personal and financial goals that will enable them to assist progress into individual and family self-sufficiency.																																
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. See Attachment A (il020a02)																																
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <p style="text-align: center;">The following elements of MHA's PHA Plan have been revised to be effective April 1, 2010:</p> <p style="margin-left: 40px;"><u>1. Eligibility, Selection and Admissions Policies</u> - See Attachment B (il020b02)</p> <p style="margin-left: 40px;"><u>2. Financial Resources</u> - See Attachment C (il020c02)</p> <p style="margin-left: 40px;"><u>5. Grievance Procedures</u> - See Attachment D (il020d02)</p> <p style="margin-left: 40px;"><u>12. Asset Management</u> - See Attachment E (il020e02)</p> <p style="margin-left: 40px;"><u>13. Violence Against Women Act (VAWA)</u> - See Attachment F (il020f02)</p> <p style="margin-left: 40px;"><u>14. Carbon Monoxide Detector Act</u> - See Attachment G (il020g02)</p> <p style="margin-left: 40px;"><u>15. Resident Advisory Board Comments</u> - See Attachment H (il020h02)</p> <p style="margin-left: 40px;"><u>16. Smoke-Free Illinois Rule</u> - See Attachment I (il020i02)</p> <p style="margin-left: 40px;">**Items 3, 4, 6, 7, 8 & 9 have not been revised since the previous Plan submission**</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. <p style="text-align: center;">The public may obtain copies of MHA's 5-Year and Annual PHA Plan at the central office cost center (main office) as well as at each AMP office.</p>																																

7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i> Not applicable
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See Attachment J (il020j02)
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See Attachment K (il020k02)
8.3	Capital Fund Financing Program (CFFP). <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.

9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.									
	Based on the City of Moline Consolidated Plan for FY2010-2014, the Comprehensive Housing Affordability Strategy dataset from the 2000 U.S. Census and its own low-income public housing and Section 8 waiting lists, MHA has identified the following housing needs for our jurisdiction (the City of Moline):									
	Name of Jurisdiction: Moline City, IL		Source of Data CHAS Data Book				Data is Adjusted per Community 2020 Projections for the Year: 2002			
		Renters					Owners			
	Household by Type, Income, & Housing Problem	Elderly 1 & 2 Member households	Small Related (2 to 4)	Large Related (5 or More)	All Other Households	Total Renters	Elderly	All Other Owners	Total Owners	Total Households
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	1. Very Low Income (0 to 50% MFI)	598	885	104	709	2,296	1,073	533	1,603	3,902
	2. 0 to 30% MFI	319	517	65	402	1,303	419	191	610	1,913
	6. 31 to 50% MFI	279	368	39	307	993	654	342	996	1,989
	10. Other Low- Income (51 to 80% MFI)	364	433	155	675	1,627	896	838	1,734	3,361
14. Moderate Income (81 to 95% MFI)	115	246	16	251	628	419	597	1,016	1,644	
18. Total Households**	1,370	2,283	342	2,457	6,452	4,145	7,553	11,698	18,150	
Owner and Renter Housing Problems CITY OF MOLINE										
	All Households	Minority Households	African-American Households	Hispanic Households						
Owners: Percentage with Housing Problems	12%	18.4%	32.1%	18.0%						
Renters: Percentage with Housing Problems	30%	40.5%	46.2%	39.4%						

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.**

In the upcoming year, MHA plans on employing the following strategies for addressing the housing needs of the families living in our jurisdiction and on our waiting lists:

NEED: Shortage of affordable housing for eligible populations

MHA will **maximize the number of affordable housing units** by continuing to employ effective maintenance and management policies to minimize the number of public housing units offline, keep turnover time for vacated public housing units low, keep renovation time low for public housing units, undertake measures to ensure access to affordable housing among families we assist regardless of required unit size.

MHA will also maintain or increase Section 8 lease-up rates through payment standards that allow families to rent throughout the City of Moline, by marketing the program to owners particularly those outside of areas of minority and poverty concentration and by effectively screening Section 8 applicants to increase owner acceptance of the program.

MHA will **increase the number of affordable housing units** by applying for additional Section 8 units should they come available, leveraging affordable housing resources in the community through the creation of mixed finance housing, pursuing housing resources other than public housing or Section 8 tenant-based assistance and implement its Asset Management Plan which explores various opportunities including those listed above.

9.1

NEED: Families at or below 30% AMI

For these families, MHA will promote the Mandatory Earned Income Disallowance Program.

NEED: Families at or below 50% AMI

For these families, MHA will promote the Mandatory Earned Income Disallowance Program.

NEED: Elderly families

MHA will **target assistance to elderly families** by coordinating with providers of social services for the elderly.

NEED: Families with disabilities

MHA will **target assistance to families with disabilities** by affirmatively marketing to local non-profit agencies that assist families with disabilities.

NEED: Races or ethnicities with disproportionate housing needs

To **increase awareness of PHA resources among these families**, MHA will market the Section 8 program to owners outside areas of poverty/minority concentrations to **affirmatively further fair housing**.

MHA chose the above-mentioned strategies based on funding constraints, the extent to which particular housing needs are met by other organization in the community, evidence of housing needs as demonstrated in the City of Moline Consolidated Plan for 2010-2014 as well as other information, the influence of the housing market on MHA programs, community priorities regarding housing assistance, results of consultation with residents, the Resident Advisory Board, community leaders, advocacy groups, neighborhood groups and local government.

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

(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.

The MHA has met over 95% of its goals that were set in the FY 2005 5-Year Plan and has continued to operate in accordance to the MHA Mission Statement. Some of the goals met include those in the following areas:

- **Management Issues**
- **Expansion of Meeting the Affordable Housing Stock Issues**
- **Lease and Occupancy**
- **Marketability and Security Issues**
- **Tenant-Based Housing Issues**
- **Maintenance and Capital Fund Issues**
- **Equal Opportunity Issues**
- **Fiscal Responsibility Issues**
- **Public Image**
- **HUD Strategic Goals**

10.0

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

MHA defines substantial deviations and significant amendments to be actions including:

- **Changes to rent or admissions policies or organization of the waiting list;**
- **Changes in the use of Replacement Reserve Funds under the Capital Fund;**
- **Changes in excess of 10% of the original work plan under the Capital Fund.**

Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) and any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities are not considered to be substantial deviations or significant amendments.

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul 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)
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Moline Housing Authority

4141 11th Avenue A
Moline, IL 61265

Telephone 309-764-1819
Fax 309-764-2120

2010 MHA Strategic Goals

Strategic Planning Session: November 10, 2009
Approved by Board: January 6, 2010



2010 MHA Strategic Goals

Goal #1

Hire an Executive Director

Goal #2

Develop a 5-10 Year Strategic Plan

- Update Mission Statement
- Review Non-Profit
- Pursue Alternative Funding Sources
- Maintain Financial Stability
- Utilize Vacant Lot
- Analyze Resident Incomes and MHA Target Market

Goal #3

Develop a Self-Sufficiency Plan

Goal #4

Utilize Vacant Building

Goal #5

Enhance Public Image

- Rebranding
- Improve Website

Goal #6

Maintain Quality Customer Service

Goal #7

Review and Update MHA Policies

1. Eligibility, Selection and Admissions Policies

In preparing its Agency Plan for FY2010-2011, Moline Housing Authority thoroughly examined both its Admissions and Continued Occupancy Policy for Low-Income Public Housing and its Administrative Plan for Section 8. Both policies, having been developed several years ago, were outdated as to eligibility, selection and admissions. As such, MHA completely replaced its old policies with the most recent templates offered by Nan McKay. These policies now reflect current guidelines and recommendations. MHA submitted both new policies to Elmore Richardson, Housing Authority Representative in the Chicago Field Office, for review. The changes made to MHA policies touched on every aspect of housing including, but most certainly not limited to, eligibility, screening, waiting lists, selection, admissions and grievance procedures.

Assessment of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2010 grants)		
a) Public Housing Operating Fund	\$1,240,363	
b) Public Housing Capital Fund	\$1,143,227	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,166,555	
f) PHDEP (including any Technical Assistance funds)		
g) ROSS Grants		
h) CDBG		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only)		
3. Public Housing Dwelling Rental Income	\$1,286,176	Public Housing Operations
4. Other income (list below)		
Laundry, Vending, Antennas, Etc.	\$381,988	
5. Non-federal sources (list below)		
Total resources	\$5,218,309	

Chapter 14

GRIEVANCE PROCEDURE

OVERVIEW

This Grievance Procedure has been adopted to provide a forum and procedure for residents to seek the just, effective and efficient discussion of grievances against the Moline Housing Authority (MHA).

14-I.A. GOVERNING LAW

The law governing this Grievance Procedure is section 6(k) of the U.S. Housing Act of 1937 (42 U.S.C. sec. 1437d (k) and subpart B of 24 CFR part 966 (2.4 CFR secs. 966.50 - 966.57).

14-I.B. APPLICABILITY

In accordance with applicable federal regulations, this Grievance Procedure shall be applicable to all individual grievances (as defined in Section IV below) between a resident and the MHA with the following two (2) exceptions:

- A. This Grievance Procedure is not applicable to disputes between residents not involving the MHA or to class grievances involving groups of residents. Also, this Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between residents, or groups of residents, and the MHA's Board of Commissioners.
- B. HUD has issued a due process determination that the law of the State of Illinois requires that residents be given the opportunity for a hearing in court that provides the basic elements of due process (as defined in Section IV below) before eviction from a dwelling unit. Therefore, the MHA has elected to determine that this Grievance Procedure shall not be applicable to any termination of tenancy or eviction that involves:
 - (1) Any activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of HA; or
 - (2) Any drug-related criminal activity on or off such premises.

Use of Informal Hearing Process

While MHA must offer the opportunity of an informal hearing to applicants who have been determined as ineligible for admission, MHA could make the informal hearing process available to applicants who wish to dispute other MHA actions that adversely affect them.

MHA will only offer informal hearings to applicants for the purpose of disputing denials of admissions.

14-I.C. DEFINITIONS

The following definitions of terms shall be applicable to this Grievance Procedure:

Grievance: Any dispute which a resident may have with respect to an action or a failure to act by MHA in accordance with the individual resident's Lease or MHA regulations, which adversely affects the individual resident's rights, duties, welfare or status.

CFR: The Code of Federal Regulations that contains the federal regulation governing this Grievance Procedure

Complainant: Any resident (as defined in this section below) whose grievance is presented to the Central Office of the MHA, 4141 11th Avenue A, Moline, IL, in accordance with the requirements set forth in this procedure.

Drug-related criminal activity: The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sale, distribute, or use of a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. sec 302), as from time to time amended.

PHA or "Housing Authority": The Housing Authority, a body corporate organized and existing under the laws of the State of Illinois.

Elements of due process: The following procedural safeguards are required to be followed in an eviction action or a termination of tenancy in a state or local court:

- (1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
- (2) Right of the resident to be represented by counsel;
- (3) Opportunity for the resident to refute the evidence presented by the MHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
- (4) A decision on the merits.

Hearing Officer: An impartial person selected in accordance with 24 CFR Sec 966.55 and this Grievance Procedure to hear grievances and render decisions with respect thereto.

HUD: The United States Department of Housing and Urban Development.

Notice: As used herein, the term "notice" shall, unless otherwise specifically provided, mean written notice.

The "Regulations": The HUD regulations contained in subpart B of 24 CFR part 966.

Resident Organization: An organization of residents, which includes any Resident Management Corporation and specifically includes the Resident Organization

Resident: The adult person (or persons) other than a live-in aide:

- (1) Who resides in the unit and who executed the Lease with the PHA as lessee of the dwelling unit, or, if no such person resides in the unit;
- (2) The person who resides in the unit and who is the remaining head of the household of the resident family residing in the dwelling unit.

Business Days: Monday through Friday of each week, except for legal holidays recognized by the Federal government.

14-I.D. INCORPORATION IN LEASES

This Grievance Procedure shall be incorporated by reference in all public housing dwelling Leases between residents and the MHA, whether or not so specifically provided in such Leases.

14-I.E. INFORMAL DISCUSSION OF GRIEVANCES

Initial Presentation: Any grievance must be presented, in writing to the MHA's main office, 4141 11th Avenue A, Moline, IL, within ten (10) business days after the

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occurrence of the event giving rise to the grievance.

Informal Discussion Conference: If the grievance is not determined to fall within one of the two exclusions described in Section III B (1 and 2) above, then within fifteen (15) business days after the initial presentation of the grievance, the MHA shall informally discuss the grievance with the complainant or his representative(s) in an attempt to settle the grievance without the necessity of a formal hearing. The complainant shall be promptly notified in writing of the time and place for the informal discussion conference.

Written Summary: Within ten (10) business days after the informal discussion conference, a summary of the informal discussion shall be prepared by the MHA and a copy thereof shall be provided to the complainant. The summary shall be in writing and shall specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance, and the specific reasons for such disposition. This written summary shall also specify the procedures by which the complainant may obtain a formal hearing if not satisfied by the proposed disposition of the grievance. A copy of the written summary shall also be placed in complainant's file.

14-I.F. FORMAL GRIEVANCE HEARING

The following procedures apply to the request for a formal grievance hearing under this Grievance Procedure:

Request for Hearing: If the complainant is not satisfied with the results of the informal discussion conference, the complainant must submit a written request for a formal hearing to MHA's Central Office, 4141 11th Avenue A, Moline, IL, no later than five (5) business days after the date complainant receives the summary of discussion delivered as required under Section VI above.

Complainant's written request for a formal hearing must specify:

- (1) The reason for the grievance;
- (2) The action or relief sought by the complainant; and
- (3) If the complainant so desires, a statement setting forth the times at which the complainant shall be available for a hearing during the next ten (10) business days;

Failure to Request Hearing: If the complainant fails to request a hearing within five (5) business days after receiving the written summary of the informal discussion conference, the MHA's decision rendered at the informal hearing becomes final and the MHA is not thereafter obligated to offer the complainant a formal hearing. However, the failure to request a grievance hearing shall not constitute a waiver of any right for which the complainant may have to contest MHA's disposition of the grievance in an appropriate judicial proceeding.

14-I.G. SELECTION OF HEARING OFFICER

All grievance hearings shall be conducted by an impartial person appointed by the MHA

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The permanent appointments of persons who shall serve as hearing officers shall be governed by the following procedures:

- (1) MHA will appoint a person who has been selected in a manner required under the grievance procedure. Efforts will be made to assure that the person selected is not a friend, nor enemy, of the complainant and that they do not have a personal stake in the matter under dispute or will otherwise have an appearance of a lack of impartiality.

The designation of hearing officers for particular grievance hearings shall be governed by the following provisions:

- (1) All hearings shall be held before a single hearing officer.
- (2) Appointments to serve as a hearing officer with respect to a particular grievance shall be made by the MHA in random order, subject to availability of the hearing officer to serve in each such case. The MHA may employ any reasonable system for random order choice.
- (3) No member of the MHA Board of Commissioners or staff may be appointed as hearing officer in connection with the grievance contesting an action which was either made or approved by proposed appointee, or which was made or approved by a person under whom the proposed appointee works or serves as a subordinate.
- (4) No person shall accept an appointment, or retain an appointment, once selected as a hearing officer, if it becomes apparent that such person is not fully capable of impartiality. Persons who are designated to serve as hearing officers must disqualify themselves from hearing grievances that involve personal friends, relatives, persons with whom they have any business relationship, or grievances in which they have some personal interest. Further, such persons are expected to disqualify themselves if the circumstances are such that a significant perception of partiality exists and is reasonable under the circumstances. If a complainant fails to object to the designation of the hearing officer on the grounds of partiality, at the commencement of or before the hearing, such objection is deemed to be waived, and may not thereafter be made.

In the event that a hearing officer fails to disqualify himself or herself as required in this Grievance Procedure, the MHA shall remove the officer from the list of persons appointed for such purposes, invalidate the results of the grievance hearing in which such person should have, but did not, disqualify himself or herself, and schedule a new hearing with a new hearing officer.

14-I.H. SCHEDULING OF HEARINGS

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Hearing Prerequisites: A complainant does not have a right to a formal grievance hearing unless the complainant has satisfied the following prerequisites to such a hearing:

- (1) The complainant has requested a hearing in writing.
- (2) The complainant has completed the informal discussion conference procedure.
- (3) If the matter involves the amount of rent which the MHA claims is due under the complainant's lease, the complainant shall have paid to the MHA an amount equal to the amount due and payable as of the first of the month preceding the month in which the complained of act or failure to act took place. And, in the case of situations in which hearings are, for any reason delayed, the complainant shall thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer. Unless waived by the MHA in writing, no waiver shall be given by the MHA except in cases of extreme and undue hardship to the complainant, determined in the sole and absolute discretion of the MHA. However, the failure to make a payment as provided in the paragraph shall not constitute a waiver of any right for which the complainant may have to contest MHA's disposition of the grievance in any appropriate judicial proceeding.

Time, Place, Notice:

- (1) Upon complainant's compliance with the prerequisites to a hearing set forth above, a hearing shall be scheduled by the hearing officer promptly for a time and place reasonably convenient to both the complainant and the MHA, no later than the fifteenth (15th) business day after complainant has completed such compliance.
- (2) A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate MHA official.

14-I.I. PROCEDURES GOVERNING HEARINGS

Fair Hearings

The hearings shall be held before a hearing officer as directed above in Section VIII. The complainant shall be afforded a fair hearing, which shall include:

- (1) The opportunity to examine before the hearing any MHA documents, including records and regulations that are directly relevant to the hearing

The complainant shall be allowed to copy any such document at the complainant's expense. If the MHA does not make the document available for examination upon request by the complainant, the MHA may not rely on such document at the grievance hearing.
- (2) The right to be represented by counsel or other person chosen as the complainant's representative and to have such person make statements on the complainant's behalf.
- (3) The right to a private hearing unless the complainant requests a public hearing.

- (4) The right to present evidence and arguments in support of the complainant's complaint to controvert evidence relied on by the MHA and to confront and cross examine all witnesses upon whose testimony or information the MHA or its management relies.

Prior Decision in Same Matter

The hearing officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.

Failure to Appear

If the complainant or the MHA fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing for a period not to exceed five (5) business days, or may make a determination that the party failing to attend has waived the right to a hearing. In such event, the hearing officer shall notify the complainant and the MHA of the determination.

The failure to attend a grievance hearing shall not constitute a waiver of any right for which the complainant may have to contest MHA's disposition of the grievance in an appropriate judicial proceeding.

Required Showing of Entitlement to Relief

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the MHA must sustain the burden of justifying MHA's action or failure to act against which the complainant is directed.

Informality of Hearing

The hearing shall be conducted informally by the hearing officer, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceeding.

Orderly Conduct Required

The hearing officer shall require the MHA, the complainant, counsel, and other participants or spectators, to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

Transcript of Hearing

The complainant or the MHA may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

Reasonable Accommodation

The MHA must provide reasonable accommodations for persons with disabilities to participate in grievance hearings. Reasonable accommodations may include qualified

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sign language interpreters, readers, accessible locations, or attendants.

14-I.J. DECISION OF THE HEARING OFFICER

At or subsequent to the completion of the grievance hearing, the hearing officer shall make a determination as to the merits of the grievance and the following provisions shall govern:

Written Decision

The hearing officer shall prepare a written decision, together with the reasons for the decision within ten (10) business days after the completion of hearing

- (1) A copy of the decision shall be sent to the complainant and the MHA. The MHA shall retain a copy of the decision in the complainant's file.

Binding Effect

The written decision of the hearing officer shall be binding upon the MHA. which shall take all actions, or refrain from any actions, necessary to carry out the decision unless MHA's Board of Commissioners determines, within ten (10) business days, and properly notifies the complainant of its determination, that:

- (1) When the MHA considers the decision of the hearing officer to be invalid due to the reasons stated above, it will present the matter to the MHA Board of Commissioners within 10 business days of the date of the hearing officer's decision. The Board has 30 calendar days to consider the decision. If the Board decides to reverse the hearing officer's decision, it must notify the complainant within 10 business days of this decision.

Continuing Right of Complainant to Judicial Proceedings

A decision by the hearing officer or Board of Commissioners in favor of the MHA or which denies the relief requested by the complainant, in whole or in part, shall not constitute a waiver of, nor affect in any way the rights of the complainant to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

14-I.K. NOTICES

All notices under this Grievance Procedure shall be deemed delivered:

- (1) upon personal service thereof upon the complainant or by leaving them at the complainant's residence with a family member of the age of 13 years or upwards;
- (2) upon the date receipted for or refused by the addressee, in the case of certified or registered U.S. Mail; or
- (3) on the second day after the deposit thereof for mailing, postage prepaid, with the U.S. Postal Service, if mailed by first class mail other than certified or registered mail. If a resident is visually impaired, any notice hereunder delivered to such resident shall be in an accessible format.

14-I.L. MODIFICATION

This Grievance Procedure may not be amended or modified except by approval of a majority of the Board of Commissioners of the MHA, present at a regular meeting or a special meeting called for such purposes. Further, in addition to the foregoing, any changes proposed to be made to this Grievance Procedure must provide for at least thirty (30) days advance notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. The comments submitted shall be considered by the MHA, before final adoption of any amendments hereto.

14-I.M. MISCELLANEOUS

Captions:

Captions or paragraph headings set forth in this Grievance Procedure are for convenience of reference only and shall not be construed or interpreted to affect the substance of the paragraphs or sections so captioned.

Concurrent Notice:

If a resident has filed a request for a grievance hearing hereunder in a case involving MHA's notice of termination of tenancy, the complainant should be aware that the state law notice to vacate and the notice of termination of tenancy required under Federal law run concurrently. Therefore, if the hearing officer upholds MHA's action to terminate the tenancy, the MHA may commence an eviction action in court upon the sooner of the expiration of the date for termination of tenancy and vacation of premises stated in the notice of termination delivered to complainant, or the delivery of the report of decision of the hearing officer to the complainant.

PART III: INFORMAL REVIEWS AND HEARINGS

16-III.A. OVERVIEW

When MHA makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing.

MHA is required to include in their administrative plans, informal review procedures for applicants, and informal hearing procedures for participants [24 CFR 982.54(d)(12) and (13)].

16-III.B. INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a "minimum hearing requirement" [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements. (Federal Register Volume 60, No. 127, p 36490).

Decisions Subject to Informal Review

MHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing on MHA waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures
- Denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence or stalking. (See Section 3-III.G.)

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by MHA
- General policy issues or class grievances
- A determination of the family unit size under MHA subsidy standards
- A MHA determination not to grant approval of the tenancy
- A MHA determination that the unit is not in compliance with the HQS
- A MHA determination that the unit is not in accordance with the HQS due to family size or composition

MHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on MHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

Notice to the Applicant [24 CFR 982.554(a)]

MHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for MHA decision, and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

Scheduling an Informal Review

A request for an informal review must be made in writing and delivered to MHA either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of MHA's denial of assistance.

Except as provided in Section 3-III.G, MHA must schedule and send written notice of the informal review within 15 business days of the family's request.

Informal Review Procedures [24 CFR 982.554(b)]

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of MHA.

The person conducting the review will make a recommendation to MHA, but MHA is responsible for making the final decision as to whether assistance should be granted or denied.

Informal Review Decision [24 CFR 982.554(b)]

MHA must notify the applicant of MHA's final decision, including a brief statement of the reasons for the final decision.

In rendering a decision, MHA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the Notice.

The validity of grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.

The validity of the evidence. MHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, MHA will uphold the decision to deny assistance.

If the facts prove the grounds for denial, and the denial is discretionary, MHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

MHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 15 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified.

16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555, Pub.L. 109-162]

MHA must offer an informal hearing for certain MHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to MHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether MHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations and MHA policies.

MHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

Decisions Subject to Informal Hearing

Circumstances for which MHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from MHA utility allowance schedule
- A determination of the family unit size under MHA's subsidy standards
- A determination that a certificate program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under MHA's subsidy standards, or MHA determination to deny the family's request for exception from the standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under MHA policy and HUD rules
- A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]
- A determination to deny admission based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking.

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by MHA
- General policy issues or class grievances
- Establishment of MHA schedule of utility allowances for families in the program
- A MHA determination not to approve an extension or suspension of a voucher term
- A MHA determination not to approve a unit or tenancy
- A MHA determination that a unit selected by the applicant is not in compliance with the HQS
- A MHA determination that the unit is not in accordance with HQS because of family size
- A determination by MHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

MHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

Informal Hearing Procedures

***Notice to the Family* [24 CFR 982.555(c)]**

When MHA makes a decision that is subject to informal hearing procedures, MHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, MHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to MHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

In cases where MHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of MHA.

A brief statement of the reasons for the decision including the regulatory reference.

The date the proposed action will take place.

A statement of the family's right to an explanation of the basis for MHA's decision.

A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

A copy of MHA's hearing procedures.

Scheduling an Informal Hearing [24 CFR 982.555(d)]

When an informal hearing is required, MHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

A request for an informal hearing must be made in writing and delivered to MHA either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of MHA's decision or notice to terminate assistance.

MHA must schedule and send written notice of the informal hearing to the family within 15 business days of the family's request.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, MHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact MHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. MHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Pre-Hearing Right to Discovery [24 CFR 982.555(e)]

Participants and MHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any MHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If MHA does not make the document available for examination on request of the family, MHA may not rely on the document at the hearing.

MHA hearing procedures may provide that MHA must be given the opportunity to examine at MHA offices before the hearing, any family documents that are directly relevant to the hearing. MHA must be allowed to copy any such document at MHA's expense. If the family does not make the document available for examination on request of MHA, the family may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of MHA documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date

MHA must be given an opportunity to examine at MHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, MHA will automatically mail a letter to the participant

requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than 12:00 pm on the business day prior to the scheduled hearing date.

Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

Informal Hearing Officer [24 CFR 982.555(e)(4)]

Informal hearings will be conducted by a person or persons approved by MHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

MHA has designated **local members of the community** to serve as hearing officers.

Attendance at the Informal Hearing

Hearings may be attended by a hearing officer and the following applicable persons:

A MHA representative(s) and any witnesses for MHA

The participant and any witnesses for the participant

The participant's counsel or other representative

Any other person approved by MHA as a reasonable accommodation for a person with a disability

Conduct at Hearings

The person who conducts the hearing may regulate the conduct of the hearing in accordance with MHA's hearing procedures [24 CFR 982.555(4)(ii)].

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

Evidence [24 CFR 982.555(e)(5)]

MHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: a writing which is relevant to the case, for example, a letter written to MHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either MHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

Hearing Officer's Decision [24 CFR 982.555(e)(6)]

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing. A copy of the hearing must be furnished promptly to the family.

In rendering a decision, the hearing officer will consider the following matters:

PHA Notice to the Family: The hearing officer will determine if the reasons for MHA's decision are factually stated in the Notice.

Discovery: The hearing officer will determine if MHA and the family were given the opportunity to examine any relevant documents in accordance with MHA policy.

PHA Evidence to Support MHA Decision: The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support MHA's conclusion.

Validity of Grounds for Termination of Assistance (when applicable): The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and MHA policies. If the grounds for termination are not specified in the regulations or in compliance with MHA policies, then the decision of MHA will be overturned.

The hearing officer will issue a written decision to the family and MHA no later than 10 business days after the hearing. The report will contain the following information:

Hearing information:

Name of the participant;

Date, time and place of the hearing;

Name of the hearing officer;

Name of MHA representative; and

Name of family representative (if any).

Background: A brief, impartial statement of the reason for the hearing.

Summary of the Evidence: The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

Findings of Fact: The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Conclusions: The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold MHA's decision.

Order: The hearing report will include a statement of whether MHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct MHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct MHA to restore the participant's program status.

Procedures for Rehearing or Further Hearing

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of MHA will take effect and another hearing will not be granted.

In addition, within 15 business days after the date the hearing officer's report is mailed to MHA and the participant, MHA or the participant may request a rehearing or a further hearing. Such request must be made in writing and postmarked or hand-delivered to the hearing officer and to the other party within the 10 business day period. The request must demonstrate cause, supported by specific references to the hearing officer's report, why the request should be granted.

A rehearing or a further hearing may be requested for the purpose of rectifying any obvious mistake of law made during the hearing or any obvious injustice not known at the time of the hearing.

It shall be within the sole discretion of MHA to grant or deny the request for further hearing or rehearing. A further hearing may be limited to written submissions by the parties, in the manner specified by the hearing officer.

PHA Notice of Final Decision [24 CFR 982.555(f)]

MHA is not bound by the decision of the hearing officer for matters in which MHA is not required to provide an opportunity for a hearing, decisions that exceed the authority of the hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to Federal, State or local laws.

If MHA determines it is not bound by the hearing officer's decision in accordance with HUD regulations, MHA must promptly notify the family of the determination and the reason for the determination.

MHA will mail a "Notice of Final Decision" including the hearing officer's report, to the participant and their representative. This Notice will be sent by first-class mail, postage pre-paid with an affidavit of mailing enclosed. The participant will be mailed the original "Notice of Final Decision" and a copy of the proof of mailing. A copy of the "Notice of Final Decision" along with the original proof mailing will be maintained in MHA's file.

16-III.D. HEARING AND APPEAL PROVISIONS FOR NON-CITIZENS [24 CFR 5.515]

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while MHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or MHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

Notice of Denial or Termination of Assistance [24 CFR 5.515(d)]

As discussed in Chapters 3 and 11, the notice of denial or termination of assistance for noncitizens must advise the family:

- That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.
- In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.515 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with MHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

USCIS Appeal Process [24 CFR 5.515(e)]

When MHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, MHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS

results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide MHA with a copy of the written request for appeal and the proof of mailing.

MHA will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results.

The family must provide MHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to MHA, of its decision. When the USCIS notifies MHA of the decision, MHA must notify the family of its right to request an informal hearing.

MHA will send written notice to the family of its right to request an informal hearing within 15 business days of receiving notice of the USCIS decision regarding the family's immigration status.

Informal Hearing Procedures for Applicants [24 CFR 5.515(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that MHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of MHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

Informal Hearing Officer

MHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. See Section 16-III.C. for a listing of positions that serve as informal hearing officers.

Evidence

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of MHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of MHA documents no later than 12:00 p.m. on the business day prior to the hearing.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by MHA, and to confront and cross-examine all witnesses on whose testimony or information MHA relies.

Representation and Interpretive Services

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to arrange for an interpreter to attend the hearing, at the expense of the family, or MHA, as may be agreed upon by the two parties.

Recording of the Hearing

The family is entitled to have the hearing recorded by audiotape. MHA may, but is not required to provide a transcript of the hearing.

MHA will not provide a transcript of an audio taped hearing.

Hearing Decision

MHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 15 calendar days of the date of the informal hearing. The decision must state the basis for the decision.

Informal Hearing Procedures for Residents [24 CFR 5.515(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that MHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of MHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 16-III.C.

Retention of Documents [24 CFR 5.515(h)]

MHA must retain for a minimum of 5 years the following documents that may have been submitted to MHA by the family, or provided to MHA as part of the USCIS appeal or MHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision

**Moline Housing Authority
Asset Management**

Moline Housing Authority has two low-income public housing AMPS in its portfolio. These include AMP 1, which includes efficiency, one, two, three, and four bedroom units and AMP 2, which includes 120 efficiency and one bedroom units.

These properties are all comprised of structurally sound buildings that have been well-maintained and kept through the effective use of capital funding. All three developments will have many continued years of useful life for the Housing Authority. Recent capital improvements include kitchen and bathroom renovations, Section 504 renovations, addition of handicapped accessible units, laundry room addition, and chimney liner replacements.

In the coming year, MHA intends to carry out management of the two AMPS as outlined in the Capital Fund Program reports.

Long-term planning for these properties has become a priority for the MHA Board of Commissioners and the executive staff. The Board has developed strategic planning goals for the agency which will include determining the appropriate steps and process necessary for the long-term capital investments, rehabilitation, operation and modernization of these properties.



Moline Housing Authority

4141 11th Avenue A
Moline, IL 61265

Telephone 309-764-1819
Fax 309-764-2120

Violence Against Women Act Report

The Moline Housing Authority provides or offers the following services, programs, or activities, directly or in partnership with other agencies or service providers, to adult or child victims of domestic violence, dating violence, sexual assault, or stalking:

The Moline Housing Authority will assist any family who reports domestic violence, sexual assault, dating violence, or stalking by providing referrals to the appropriate agencies on a case by case basis to Project Now, Bethany Home for Women and Children or the Department of Children and Family Services.

The Moline Housing Authority offers or provides the following services, programs, or activities that help adult and child victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing:

Although the Moline Housing Authority does not directly provide services, activities or programs to allow victims of domestic violence to obtain or maintain housing, we can provide referrals to the appropriate agencies on a case by case basis to Project Now, South Moline Township, Bethany Home for Women and Children or the Department of Children and Family Services.

The Moline Housing Authority offers or provides the following services, programs, or activities that help adult and child victims of domestic violence, dating violence, sexual assault, or stalking, to enhance victim safety in assisted families:

Although the Moline Housing Authority does not directly provide services, activities or programs to allow victims of domestic violence we will assist any family who reports domestic violence, sexual assault, dating violence, or stalking by providing referrals to the appropriate agencies on a case by case basis to Project Now, Bethany Home for Women and Children or the Department of Children and Family Services.



Moline Housing Authority

4141 11th Avenue A
Moline, IL 61265

Telephone 309-764-1819
Fax 309-764-2120

Illinois Carbon Monoxide Alarm Detector Act Report

The Moline Housing Authority has complied with the requirements of the Carbon Monoxide Alarm Detector Act (Public Act 094-0741).

All 486 public housing units have had carbon monoxide alarm detectors installed within 15 feet of all sleeping areas and on each floor of the units as of March 28, 2007. The Section 8 Manager requires all units occupied through the Housing Choice Voucher Program to conform to the Carbon Monoxide Alarm Detector Act during Housing Quality Standards inspections. Any units not conforming to the act fail their HQS inspection and subsidy is abated until the unit fully complies.

MOLINE HOUSING AUTHORITY
RESIDENT ADVISORY BOARD
COMMENTS AND RECOMMENDATIONS
January 6, 2010

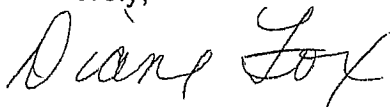
My name is Diane Fox and I am the spokesperson for the Resident Advisory Board. Other board members include: Ira Westlund who also represents the Housing Choice Voucher Program along with me; Lynn Rewerts, Cynthia Thennis, and Mohammed Sow, represent Spring Brook and Spring Valley.

The RAB was asked to review, solicit resident comments, and make recommendations to the Housing Authority Staff and Board of Commissioners regarding the Agency Plan.

The board met several times and attended individual tenant meetings to solicit comments regarding the changes in the plan. We did not receive comments from the residents at the tenant meetings regarding the proposed changes. The comments were sent to the office and we have reviewed those comments and feel they have been addressed.

The Resident Advisory Board endorses and recommends that the Moline Housing Authority Board of Commissioners approve the proposed changes to the Agency Plan

Sincerely,

A handwritten signature in cursive script that reads "Diane Fox".

Diane Fox, RAB Spokesperson



**MOLINE HOUSING AUTHORITY
SMOKE-FREE ILLINOIS RULE
RESIDENTS**

Purpose

Moline Housing Authority (“MHA”) is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees, residents and members of the public with whom MHA interacts.

Scope

As required by the Smoke Free Illinois Act (the “Act”) and also motivated by MHA’s desire to provide a healthy indoor environment, the following Rule shall apply to all employees. Management will also establish appropriate communication with non-employees (e.g., customers, vendors, contractors, residents) on MHA property to convey certain information which is essential to accomplish compliances with this Rule and the Act.

Rule

- Smoking is prohibited in all public places or places of employment or within fifteen (15) feet of an entrance to a public place or place of employment unless exempted by the Act. No person may smoke in any vehicle owned, lease or operated by MHA.
- Smoking is permitted outside the facility but must be fifteen (15) feet from any entrances, exits, windows that can be opened or intake vents.
- Smoking is also allowed inside residents’ units.
- “No Smoking” signs or the international “No Smoking” symbol will be clearly and conspicuously posted in each public place and place of employment where smoking is prohibited and all ashtrays will be removed from areas where smoking is prohibited as required by the Act.
- This Rule incorporates the language of the Act by defining “smoking” as the carrying, smoking, burning, inhaling or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs or any other lighted smoking equipment.
- A person who smokes in violation of the Act will be subject to fines and penalties as determined by Illinois State Law.
- Citizens with complaints may contact the Illinois Department of Health.

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

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

Part I: Summary

PHA Name: IL020 MOLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06P02050110 Replacement Housing Factor Grant No: Date of CFPP:	FFY of Grant: 2010 FFY of Grant Approval: 2010
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:) Final Performance and Evaluation Report	Total Estimated Cost	Obligated	Total Actual Cost ¹
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³					
3	1408 Management Improvements	\$233,800.00	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration (may not exceed 10% of line 21)	\$116,900.00	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition					
9	1450 Site Improvement	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$661,300.00	\$0.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Non-dwelling Structures	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Non-dwelling Equipment	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
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 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 4/30/2011

Part I: Summary		FFY of Grant: 2010	
PHA Name: MOJINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06P02050110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2010	

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

Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ 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)	\$50,000.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$1,169,000.00	\$0.00	\$0.00	\$0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities		\$666,300.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Dawn Anderson</i>		Date 1/14/10	Signature of Public Housing Director		Date

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.

Part II: Supporting Pages

PHA Name: MOLINE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No. IL06FP02050110 CFPP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2010				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original	Revised ¹	Total Actual Cost Funds Obligated ²	Funds Expended ²	Status of Work
PHA-Wide	Software Addit & Upgrades	1408	LS	\$33,800.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Staff Dev Training	1408	LS	\$100,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Consultants	1408	LS	\$100,000.00	\$0.00	\$0.00	\$0.00	N/A
	Subtotal	1408		\$233,800.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Mod Director Salary	1410	LS	\$50,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Technical Salary	1410	LS	\$40,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Employee Benefits	1410	LS	\$26,900.00	\$0.00	\$0.00	\$0.00	N/A
	Subtotal	1410		\$116,900.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	A&E Fees	1430	LS	\$32,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Site Improvements	1450	LS	\$40,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Section 504 Improvements	1460	LS	\$661,300.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Appliances	1465.1	LS	\$20,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Admin/Comm Bldg 504	1470	LS	\$5,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Vehicles, Tools, Equipment	1475	LS	\$10,000.00	\$0.00	\$0.00	\$0.00	N/A
PHA-Wide	Contingency	1502	LS	\$50,000.00	\$0.00	\$0.00	\$0.00	N/A
	Grand Total			\$1,169,000.00	\$0.00	\$0.00	\$0.00	

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.

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
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Part II: Supporting Pages

PHA Name: MOLINE HOUSING AUTHORITY

Grant Type and Number
 Capital Fund Program Grant No: IL06P02050110
 CFPP (Yes/No):
 Replacement Housing Factor Grant No:

Federal FFY of Grant: 2010

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	

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.

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
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Part III: Implementation Schedule for Capital Fund Financing Program
 PHA Name: MOILINE HOUSING AUTHORITY

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2010	Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
PHA-Wide	09/14/2012		09/14/2014		N/A	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

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

Part I: Summary

PHA Name: IL020 MOLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06P02050109 Replacement Housing Factor Grant No: Date of CFFP: 09/15/2009	FFY of Grant: 2009 FFY of Grant Approval: 2009
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:1) <input checked="" type="checkbox"/> Final Performance and Evaluation Report		Obligated	Total Actual Cost ¹ Expended
			Summary by Development Account	Total Estimated Cost Revised ²		
1	Total non-CFP Funds		Original			
2	1406 Operations (may not exceed 20% of line 21) ³					
3	1408 Management Improvements		\$94,723.00	\$94,723.00	\$10,483.66	\$10,483.66
4	1410 Administration (may not exceed 10% of line 21)		\$94,723.00	\$94,723.00	\$0.00	\$0.00
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		\$50,000.00	\$50,000.00	\$0.00	\$0.00
8	1440 Site Acquisition					
9	1450 Site Improvement		\$200,000.00	\$200,000.00	\$0.00	\$0.00
10	1460 Dwelling Structures		\$482,787.00	\$482,787.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable		\$20,000.00	\$20,000.00	\$0.00	\$0.00
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment		\$5,000.00	\$5,000.00	\$0.00	\$0.00
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
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 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 4/30/2011

Part I: Summary		FFY of Grant: 2009	
PHA Name: MOLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06F02050109 Replacement Housing Factor Grant No: Date of CFPP: 09/15/2009	FFY of Grant Approval: 2009	

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	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	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$947,233.00	\$947,233.00	\$10,483.66	\$10,483.66
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	\$482,787.00	\$482,787.00	\$0.00	\$0.00
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Deann Anderson</i>		Date 1/19/10	Signature of Public Housing Director		Date

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.

Part II: Supporting Pages		PHA Name: MOLINE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IL06P02050109 CFPP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original	Revised ¹	Total Actual Cost Funds Obligated ²	Funds Expended ²	Status of Work
PHA-Wide	Software Addit & Upgrades	1408	LS	\$12,000.00	\$12,000.00	\$3,309.09	\$3,309.09	Finished
PHA-Wide	Staff Dev Training	1408	LS	\$70,723.00	\$70,723.00	\$7,174.57	\$7,174.57	Finished
PHA-Wide	Consultants	1408	LS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	N/A
	Subtotal	1408		\$94,723.00	\$94,723.00	\$10,483.66	\$10,483.66	
PHA-Wide	Mod Director Salary	1410	LS	\$50,000.00	\$50,000.00	\$0.00	\$0.00	N/A
PHA-Wide	Technical Salary	1410	LS	\$30,000.00	\$30,000.00	\$0.00	\$0.00	N/A
PHA-Wide	Employee Benefits	1410	LS	\$14,723.00	\$14,723.00	\$0.00	\$0.00	N/A
	Subtotal	1410		\$94,723.00	\$94,723.00	\$0.00	\$0.00	
PHA-Wide	A&E Fees	1430	LS	\$50,000.00	\$50,000.00	\$0.00	\$0.00	N/A
PHA-Wide	Site Improvements	1450	LS	\$200,000.00	\$200,000.00	\$0.00	\$0.00	N/A
PHA-Wide	Section 504 Renovations	1460	LS	\$482,787.00	\$482,787.00	\$0.00	\$0.00	N/A
PHA-Wide	Appliances	1465.1	LS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	N/A
PHA-Wide	Vehicles, Tools, Equipment	1475	LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	N/A
PHA-Wide	Contingency	1502	LS	\$0.00	\$0.00	\$0.00	\$0.00	N/A
	Grand Total			\$947,233.00	\$947,233.00	\$10,483.66	\$10,483.66	

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.

Part II: Supporting Pages

PHA Name: MOLINE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: IL06F02050109 CFPP (Yes/No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2009			
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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	

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.

Part III: Implementation Schedule for Capital Fund Financing Program
 PHA Name: MOLINE HOUSING AUTHORITY
 Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA-Wide	09/14/2011		09/14/2013		N/A

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

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

Part III: Implementation Schedule for Capital Fund Financing Program
 PHA Name: MOLINE HOUSING AUTHORITY Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Actual Expenditure End Date	Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
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Part I: Summary	PHA Name: IL020 MOJLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06S02050109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:)		Final Performance and Evaluation Report	
			Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) ³					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		\$17,500.00	\$17,500.00	\$17,500.00	\$17,500.00
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures		\$1,185,379.00	\$1,185,379.00	\$1,041,513.00	\$966,700.00
11	1465 1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495 1 Relocation Costs					
17	1499 Development Activities 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 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 4/30/2011

Part I: Summary		FFY of Grant: 2009	
PHA Name: MOJINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06S02050109 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2009	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
Type of Grant: <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
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	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$1,202,879.00	\$1,202,879.00	\$1,059,013.00	\$984,200.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	\$17,500.00	\$17,500.00	\$17,500.00	\$17,500.00
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>Dwan Anderson</i>		Date 1/14/10	Signature of Public Housing Director		Date

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
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U.S. Department of Housing and Urban Development
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Part II: Supporting Pages

PHA Name: MOLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06SS02050109 CFPP (Yes/No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009
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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	
PHA-Wide	Kelly - 504 Study	1430	LS	\$17,500.00	\$17,500.00	\$17,500.00	\$17,500.00	Finished
AMP 2	HH Restoration	1460	LS	\$953,000.00	\$953,000.00	\$953,000.00	\$951,220.00	In Progress
AMP 1	SB Chimney Liners	1460	LS	\$130,000.00	\$130,000.00	\$73,033.00	\$0.00	In Progress
AMP 2	HH Asbestos Removal	1460	LS	\$15,480.00	\$15,480.00	\$15,480.00	\$15,480.00	Finished
AMP 2	HH Reconditioning of Building	1460	LS	\$86,899.00	\$86,899.00	\$0.00	\$0.00	N/A
	Subtotal	1460		\$1,185,379.00	\$1,185,379.00	\$1,041,513.00	\$966,700.00	
	Grand Total			\$1,202,879.00	\$1,202,879.00	\$1,059,013.00	\$984,200.00	

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.

Part II: Supporting Pages

PHA Name: MOLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06S02050109 CFFP (Yes/No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2009
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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	

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.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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Part III: Implementation Schedule for Capital Fund Financing Program

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FY of Grant: 2009	Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
PHA-Wide	03/23/2010		03/23/2012			N/A

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
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Part III: Implementation Schedule for Capital Fund Financing Program
 PHA Name: MOLINE HOUSING AUTHORITY

Federal FFY of Grant: 2009

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates	
			Original Obligation End Date	Actual Obligation End Date

1 Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

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

Part I: Summary		PHA Name: IL020		Grant Type and Number		FFY of Grant: 2008	
MOLINE HOUSING AUTHORITY		Capital Fund Program Grant No: IL06P02050108		Replacement Housing Factor Grant No:		FFY of Grant Approval: 2008	
		Date of CFFP:					

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:4) <input checked="" type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost ¹
			Original	Revised ²	
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
4	1410 Administration (may not exceed 10% of line 21)	\$95,029.00	\$95,029.00	\$23,927.21	\$9,546.95
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$126,785.93	\$126,785.93	\$76,573.43	\$63,313.43
8	1440 Site Acquisition				
9	1450 Site Improvement	\$140,225.43	\$140,225.43	\$118,279.43	\$30,236.00
10	1460 Dwelling Structures	\$340,249.64	\$340,249.64	\$20,782.43	\$20,782.42
11	1465.1 Dwelling Equipment—Nonexpendable	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
12	1470 Non-dwelling Structures	\$188,000.00	\$188,000.00	\$188,000.00	\$91,951.20
13	1475 Non-dwelling Equipment	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
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 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 4/30/2011

Part I: Summary		FFY of Grant: 2008	
PHA Name: MOLINE HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: IL06P02050108 Replacement Housing Factor Grant No: Date of CFP:	FFY of Grant Approval: 2008	

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	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	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$950,290.00	\$950,290.00	\$487,562.53	\$275,830.00
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	\$685,000.00	\$685,000.00	\$0.00	\$0.00
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Type of Grant: Original Annual Statement Reserve for Disasters/Emergencies
 Performance and Evaluation Report for Period Ending: Revised Annual Statement (revision no: 4)
 Final Performance and Evaluation Report

Signature of Executive Director
[Signature]
 Date: 1/19/10

Signature of Public Housing Director
 Date

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.

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant: 2008				
PHA Name: MOLINE HOUSING AUTHORITY		Capital Fund Program Grant No: IL06P02050108		Replacement Housing Factor Grant No:				
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	
PHA-Wide	Software Addit & Upgrades	1408	LS	\$7,281.50	\$7,281.50	\$7,281.50	\$7,281.50	Finished
PHA-Wide	Staff Dev Training	1408	LS	\$15,892.09	\$15,892.09	\$15,892.09	\$15,892.09	Finished
PHA-Wide	Consultants	1408	LS	\$1,826.41	\$1,826.41	\$1,826.41	\$1,826.41	Finished
	Subtotal	1408		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
PHA-Wide	Mod Director Salary	1410	LS	\$34,000.00	\$34,000.00	\$13,141.25	\$4,484.57	In Process
PHA-Wide	Technical Salary	1410	LS	\$29,000.00	\$29,000.00	\$7,640.16	\$2,824.00	In Process
PHA-Wide	Employee Benefits	1410	LS	\$32,029.00	\$32,029.00	\$3,145.80	\$2,238.38	In Process
	Subtotal	1410		\$95,029.00	\$95,029.00	\$23,927.21	\$9,546.95	
PHA-Wide	McClure - Environmental Study	1430	LS	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	In Process
AMP 1	Kelly - SB Chimney Liners	1430	LS	\$7,750.00	\$7,750.00	\$7,750.00	\$5,620.00	In Process
AMP 2	Kelly - HH Reconditioning	1430	LS	\$5,750.00	\$5,750.00	\$5,750.00	\$0.00	In Process
PHA-Wide	Kelly - 504 Compliance Renovations	1430	LS	\$33,712.50	\$33,712.50	\$0.00	\$0.00	N/A
AMP 2	Kelly - HH Kitchen/Bath Renovations	1430	LS	\$35,155.85	\$35,155.85	\$35,155.85	\$35,155.85	Finished
AMP 2	Kelly - HH Stairwell Study	1430	LS	\$700.00	\$700.00	\$700.00	\$700.00	Finished
AMP 1	Townsend - SB Erosion Control	1430	LS	\$10,767.58	\$10,767.58	\$10,767.58	\$10,767.58	Finished
AMP 1	Kelly - SB Laundry Room	1430	LS	\$15,250.00	\$15,250.00	\$15,250.00	\$11,070.00	In Process
AMP 2	Kelly - HH Interior Halls	1430	LS	\$16,500.00	\$16,500.00	\$0.00	\$0.00	N/A
	Subtotal	1430		\$126,785.93	\$126,785.93	\$76,573.43	\$63,313.43	
PHA-Wide	Section 504 Compliance Improvements	1450	LS	\$23,046.00	\$23,046.00	\$1,100.00	\$0.00	In Process

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.

Part II: Supporting Pages		PHA Name: MOLINE HOUSING AUTHORITY		Grant Type and Number		Federal FFY of Grant: 2008		
		Capital Fund Program Grant No: IL06P02050108		Capital Fund Program Grant No: IL06P02050108				
		CFPP (Yes/No):		Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	Miller - SB Erosion Control	1450	LS	\$7,507.00	\$7,507.00	\$7,507.00	\$7,507.00	Finished
AMP 1	SB Lights - Koehler Electric	1450	LS	\$4,869.00	\$4,869.00	\$4,869.00	\$4,869.00	Finished
AMP 1	SB Sidewalk Replacement - Anderson	1450	LS	\$8,328.00	\$8,328.00	\$8,328.00	\$2,600.00	In Process
AMP 2	HH Canopy Painting - R.L. Uhr	1450	LS	\$730.00	\$730.00	\$730.00	\$0.00	In Process
AMP 1	SV Entrance Widening - Centennial	1450	LS	\$14,270.00	\$14,270.00	\$14,270.00	\$14,010.00	In Process
AMP 1	SB/SV Erosion Control - Hemstrom	1450	LS	\$80,225.43	\$80,225.43	\$80,225.43	\$0.00	In Process
AMP 1	SV Sidewalk Replacement - Centennial	1450	LS	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	Finished
	Subtotal	1450		\$140,225.43	\$140,225.43	\$118,279.43	\$30,236.00	
AMP 2	HH Cabinets	1460	LS	\$17,193.00	\$17,193.00	\$17,193.00	\$17,193.00	Finished
AMP 2	HH Section 504 Renovations	1460	LS	\$319,467.21	\$319,467.21	\$0.00	\$0.00	N/A
AMP 2	HH Patching - General Asphalt	1460	LS	\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	Finished
AMP 2	HH Laundry Fin Tube Replacement	1460	LS	\$2,139.43	\$2,139.43	\$2,139.43	\$2,139.42	In Process
	Subtotal	1460		\$340,249.64	\$340,249.64	\$20,782.43	\$20,782.42	
PHA-Wide	Appliances	1465.1	LS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	Finished
AMP 1	SB/SV Sec. 504 Laundry Renovations	1470	LS	\$188,000.00	\$188,000.00	\$188,000.00	\$91,951.20	In Process
PHA-Wide	John Deere Lawn Mower	1475	LS	\$7,992.50	\$7,992.50	\$7,992.50	\$7,992.50	Finished
PHA-Wide	Mud Jack - Black-Jack Grout Pum	1475	LS	\$7,007.50	\$7,007.50	\$7,007.50	\$7,007.50	Finished
	Subtotal	1475		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
	Grand Total			\$950,290.00	\$950,290.00	\$487,562.53	\$275,830.00	

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² To be completed for the Performance and Evaluation Report.

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

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

Part III: Implementation Schedule for Capital Fund Financing Program
 PHA Name: MOLINE HOUSING AUTHORITY
 Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA-Wide	06/12/2010		06/12/2012		N/A

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

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

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

Part III: Implementation Schedule for Capital Fund Financing Program
 PHA Name: MOLINE HOUSING AUTHORITY Federal FFY of Grant: 2008

Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Actual Obligation End Date	Actual Expenditure End Date	Reasons for Revised Target Dates

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/20011

Part I: Summary

PHA Name/Number AUTHORITY / IL020	Locality (City/County & State)	MOLINE, ILLINOIS	<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:	
A. Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B. Physical Improvements Subtotal	Approved Statement 692,300	1,071,700	1,141,000	875,000	
C. Management Improvements	235,800	376,200	366,000	150,000	
D. PHA-Wide Non-dwelling Structures and Equipment	22,000	120,000	30,000	60,000	
E. Administration	117,900	188,100	183,000	300,000	
F. Other	72,000	80,000	70,000	70,000	
G. Operations					
H. Demolition					
I. Development	39,000	45,000	40,000	45,000	
J. Capital Fund Financing – Debt Service					
K. Total CFP Funds	1,179,000	1,881,000	1,830,000	1,500,000	
L. Total Non-CFP Funds					
M. Grand Total	1,169,000	1,179,000	1,881,000	1,830,000	1,500,000

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary (Continuation)

PHA Name/Number AUTHORITY / IL-020		MOLINE HOUSING			Locality (City/county & State)			MOLINE, ILLINOIS	
		<input checked="" type="checkbox"/> Original 5-Year Plan			<input type="checkbox"/> Revision No:				
Development Number and Name		Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014			
		Annual Statement							

