

**HAC STAFF AND RESIDENT COUNCIL ANNUAL/5Y CAPITAL FUND PLAN MEETING
FEBRUARY 2, 2024
1:30-3:00 PM
AGENDA**

- Welcome
- Introductions
- Opening Remarks
- Housing Program
 - Lease
 - Admissions and Continued Occupancy Policy (ACOP)
 - Anti – Fraud Policy
 - Flat Rents
 - Maintenance Charges
 - Pest Control Management
 - Facility Use and Rental Charge Policies
- Capital Fund Projects - Priorities and Budget
- 45 Day Comment Period begins 2/16/2024, ends 4/1/2024
- Public Hearing 4/17/2024
- Comments/Questions/Concerns
- Adjournment

NOTES



Meeting: Annual Plan/5Y Capital Fund Meeting – Senior Staff & Resident Councils	Date: 2/2/2024
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Sign-In Sheet

#	Name	Title	Organization
1	Velma Moeley	VP/GT	GOLDEN TOWER
2	Kestell Turry	PRES./LT	LATONIA TERRACE
3	Sharon Borch	pm	LATONIA TERRACE
4	Venerly Hillson	PRES/GT	GOLDEN TOWERS
5	Gilly Conroy	Exec Asst	HAC
6	Linda DiGirolamo	Capital Asset Mgr.	HAC
7	Habville Pender	L/R Manager	HAC
8	Shannon Hulse	Senior Housing Mgr	HAC
9	Chris Brennan	Deputy Director	HAC
10	Jon Adkin	Director of RIC	HAC
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LEASE CHANGES FOR 2024/2025

Section 1 – Last paragraph – Additions and / or removals from the household shall be reported to the Housing Specialist within seven (7) calendar days.

Section 5 – Occupancy: Clarified item H. The resident shall not allow any person(s) other than those listed on the lease to use their address. Use of address will be considered verification of unauthorized occupancy and may be subject to lease termination.

Section 8 – Rent Recertification: Mandatory Earned Income Disallowance: HUD no longer offers the Earned Income Disallowance, after 1/1/2024. For those still on the EID allowance, the program will discontinue on 12/31/2025. The rent will be based on 30% of the household's annual adjusted income.

Section 9 – Interim Adjustments – Reporting timeframe –Residents must report changes in income, assets and/or household composition within 7 calendar days, not 15 calendar days.

The lease will read: The resident must report and provide supporting documentation of any change in income, asset, and /or household composition to the Housing Specialist, within seven (7) calendar days, whenever they occur, between Annual Rent Recertifications.

Section 11 – Resident Obligation to Repay – C: In the event a resident has been charged retro rent, in the amount of \$2500 or greater, this will be considered Fraud, and the Housing Authority will move to evict based on Criminal Fraud. The Housing Authority reserves the right to prosecute for failure to report timely or provide verification of income.

Section 12: Maintenance: A: The resident agrees to keep the dwelling unit and any other areas assigned for the Resident's exclusive use (i.e., exterior steps, porches, and yards) in a clean and safe condition according to PHA Housekeeping policy.

Section 16: Lease Termination by Landlord

M: Any activity by a household member, guest, or any other person on the premises under the Resident's control that threatens the health, safety, or right to peaceful enjoyment of the premises by other Residents or employees of the Landlord. This includes bullying. This includes but is not limited to harassment, bullying, and physical threats. There is zero tolerance for adults and youth bullying on PHA premises.

X: Failure to promptly notify the Landlord of any pest infestations noted in or around their dwelling unit.

Y: Poor housekeeping that contributes to pest infestation as well as the failure to comply with pest control treatment preparations as directed by the contractor and/or PHA staff. Failure to pay for pest control charges as a result of a tenant's refusal to cooperate will be considered a lease violation.

Section KK: In the event a resident has been charged retro rent, in the amount of \$2,500 or greater, this will be considered Criminal Fraud, and the PHA will move to evict based on Criminal Fraud. The PHA reserves the right to prosecute for failure to report timely or provide verification of income, assets and/or family composition.

Section 18: Lease Termination by the Resident - Clarified resident's financial responsibility in last sentence. The resident is responsible for rent until the possession of the unit (keys) have been turned in and in addition to the requirements listed by the notice period.

Section 20: Delivery of Notices - Removed Emery Drive from the list of development offices.

ACOP Changes 2024-2025

1. ACOP 7.0 Taking Applications

A telecommunications service for the deaf (TDD) is available for any applicant, resident, community member or agency to conduct business with HAC. This accommodation is a Fair Housing Communication requirement. The TDD service telephone #, through the state of Kentucky, is 800.648.6056.

2. ACOP 9.0 Managing the Waiting List

HAC is no longer using site-based waiting lists. All applicants will apply to one of two wait lists, based on their need for either family or senior housing. For family housing, applicants will be placed on a wait list by bedroom size, on a first come-first served basis. For senior housing, applicants must be 62+ years of age or at least ages 50-61 with a documented disability. Applicants will be given 2 unit offers. If both offers are refused, the applicant will be withdrawn from the waiting list and required to wait one year before re-applying.

3. ACOP 9.4 Purging the Waiting List

HAC will update its waiting lists at least every 6 months.

4. ACOP 9.5 Removal from the Waiting List

Change Leasing Specialist to Housing Specialist.

5. ACOP 9.6 Missed Appointments

Change Leasing Specialist to Housing Specialist.

6. ACOP 10.1 Preferences

HAC's waitlist preference criteria have been updated. Please see the attached.

7. ACOP 10.6 Offer of a Unit

HAC will contact the family by telephone or ~~in-person~~ postal mail to make the unit offer.

8. ACOP 10.8 Acceptance of Unit

Prior to signing the lease, all families (head of household and other adult family members) will be required to attend an in-person orientation. An in-person appointment will be set up once the family has viewed and accepted the unit. This will occur within 3 days of accepting the unit and may be done on the same day if the Housing Manager is available.

9. ACOP 15.0 Annual and Interim Recertifications

The number of days to report a change in income, assets and/or household composition has been changed from 15 days to 7 days.

10. ACOP 15.7 Special Reexaminations

Adding language for Joint Custody and Approval of Caretaker

15.7A Joint Custody: Dependents subject to a joint custody arrangement will be considered a member of the family if they live with the applicant or participant family 50%+ of the time. When more than one applicant or assisted family (regardless of the program) are claiming the same dependent as family members, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, the PHA will make the determination based on available documents such as court orders and IRS income tax returns as to which family has claimed the child for income tax purposes, school records, or other credible documentation.

15.7B Approval of Caretaker: The approval of a caretaker, for a child under the age 18, is at the PHA's discretion and subject to screening criteria. If neither a parent nor designated guardian remains in a household receiving subsidy, HAC will take the following actions:

If a responsible agency has determined that another adult is to be brought into the assisted unit to care for a child for an indefinite period, the designated caretaker will not be considered a family member until a determination of custody or legal guardianship is made.

If a caretaker has assumed responsibility for a child without the involvement of a responsible agency or formal assignment of custody or legal guardianship, the caretaker will be treated as a visitor for 90 days. After 90 days has elapsed, the caretaker will be considered a family member unless information is provided that would confirm that the caretaker's role is temporary, in such cases the PHA will extend the caretaker's status as an eligible visitor.

The eligible visitor will be responsible for all rent due for the unit.

At any time that custody or guardianship legally has been awarded to the caretaker, the PHA will make the caretaker the head of the household, if eligible, to be housed after the completion of screening.

During any period that a caretaker is considered a visitor, the income of the caretaker is not counted as annual income toward the calculation of rent and the caretaker does not qualify the family for any deductions from income.

11. ACOP 16.0 Unit Transfers

Clarified language: For residents transferring to other PHA properties, security deposits will be refunded as appropriate. Any rent or other charges owed will be subtracted from the deposit and a check issued to the resident for the remaining amount. A new security deposit will be charged at the new property.

Prorated rent will be charged to the exiting and accepting properties appropriately. The resident will be informed prior to the move of what the prorations will be for each property.

Additionally, if the security deposit for the new unit is greater than the security deposit for the original unit, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

12. ACOP 17.2 Annual Inspections

The Housing Inspector or Property Manager will inspect each public housing unit at least twice a year, to ensure that each unit meets PHA housing standards. Workorders will be submitted and completed to correct any deficiencies.

13. ACOP 20.2 – Termination by the Housing Authority

m. any activity by a household member, guest, or any other person on the premises under the Resident’s control that threatens the health, safety, or right to peaceful enjoyment of the premises by other Residents or employees of the Landlord. This includes but is not limited to harassment, bullying, and physical threats. There is zero tolerance for adult and youth bullying on PHA premises.

x. Failure to promptly notify the landlord of any pest infestations noted in or around their dwelling unit.

y. Failure to comply with pest control treatment preparation instructions, included but not limited to: failure to pay for pest control costs due to refusals, poor housekeeping or failure to prepare.

kk. Added: In the event a resident is charged retro rent in the amount of \$2,500 or greater, this will be considered Criminal Fraud, and the Housing Authority will move to evict based on Criminal Fraud. The Housing Authority reserves the right to prosecute for failure to report timely or provide verification of income, assets, or household composition.

14. ACOP 22.0 - Anti – Fraud Policy

See policy statement attached.

15. **GENERAL NOTICE - HOTMA** – HUD notified all PHA’s on 2/14/23 that three sections of the Housing Opportunity Through Modernization Act (HOTMA) 2016 that affects the calculation of rent, would need to change. Section 103 below became effective 6/16/23 for public housing tenants only. Sections 102 and 104 below were to take effect 1/1/24. However, implementation is being delayed due to both HUD and PHA software system issues. Until such a time as HUD and HAC are ready to implement the changes required, HAC will continue to conduct annual and interim reexaminations using current (pre-HOTMA) housing policies (Admissions and Continued Occupancy Plan (ACOP)). Anticipate future changes include the below:

Section 102: Income Reviews – HOTMA creates a +/- 10% adjusted income threshold before an interim reexam is necessary. In some cases, increases in earned income will not be processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. Other changes in the re-exam process that will impact the calculation of tenant rent include streamlined verifications, an increased standard deduction for elderly/disabled households, income exclusions, higher thresholds for medical/disability expenses for elderly / disabled families, a higher threshold for imputing asset income (\$5,000 to \$50,000), hardship relief for unanticipated medical and disability expenses, and ineligibility for the childcare expense deduction. Deductions are to be adjusted for inflation annually.

Section 103: Over Income – Section 103 was implemented 6/16/23 for public housing tenants. When a family’s income exceeds 120% AMI for 2 consecutive years, the PHA must terminate the family’s tenancy within 6 months of the 2nd income determination. If at any point during this two-year period a family experiences a decrease in income, they may request an interim redetermination of rent. The family will be notified by mail if they are no longer considered “over-income” and are eligible for a new two-year grace period.

Section 104: Asset Limits – HOTMA imposes a \$100,000 asset limit for housing eligibility and continued assistance. Families are ineligible for assistance if they own real property suitable for occupancy. Retirement and /or Educational Savings accounts are not considered a net family asset. PHAs will not have to include these accounts when calculating a family’s income and rent. HOTMA allows for self-certification of net assets <\$50,000 once every 3 years. However, new assets must be verified in Year 3. Asset limits are to be adjusted for inflation annually.

Addendum to ACOP: Grievance Procedure

1.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, in writing, to the Housing Authority of Covington office or to the office of the development in which the resident resides, so that the grievance may be discussed informally and settled. A summary of such discussion shall be prepared within fourteen (14) calendar days, with one copy given to the resident and one copy retained for PHA records. The summary shall specify names of those involved, dates, reason for the grievance, and the discussion outcome. The resident will also be given a copy of the process to request a hearing if the resident is not satisfied.

2.0 PROCEDURES TO OBTAIN A HEARING

When submitting a request for a hearing, the resident should include their name, current phone number, current address, and an email address.

In-Person Hearing- Once a request for an in-person hearing has been submitted, the resident will receive a letter in the mail with the date, time, and location of the hearing. It is up to the resident to notify the Housing Authority if the specified date and time do not work. The resident is required to attend the hearing at the specified date and time. Failure to attend without just cause will result in the Hearing Officer's automatic ruling for the Housing Authority of Covington.

Teleconference Calls- The Housing Authority offers the option to conduct Hearings via telephone conference calls. If the resident requests a telephone conference call, a form with instructions will be sent to the resident with the hearing appointment.

The resident is responsible to ensure HAC has a good working phone # on file.



10.0 RESIDENT SELECTION AND ASSIGNMENT PLAN
10.1 PREFERENCES

The Housing Authority of Covington will select applicants based on the following preferences:

Preference Criteria	Covington Residents	Kenton County Residents	Kentucky Residents	Out of State Residents
Applicants who reside or work in Covington, KY. The residency preference will not have the purpose of effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of an applicant family.	10	7	6	3
Applicants with an adult family member who are currently working at least 35 hours a week and have been doing so for at least <u>one</u> year. MUST provide 1099/W2	10	7	6	3
Applicants who are 62+ years of age and are receiving SS, SSI, or SSDI	10	7	6	3
Applicants who are Homeless Veterans	10	7	6	3
Applicants with an adult family member who is currently working at least 20 hours a week and has been doing so for at least six (6) <u>consecutive</u> months.	5	4	3	2
Applicants who are 50-61 years of age with a documented disability from a medical or government entity	5	3	1	1
Displaced person(s): Individuals or families displaced by government actions or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to the Federal Disaster Relief Laws.	5	3	3	2
Victims of Domestic Violence	5	3	2	1
Victims of Reprisals or Hate Crimes	5	3	2	1



10.2 ASSIGNMENT OF BEDROOMSIZES

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

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8



Anti-Fraud Policy and Program Violations

22.0 Anti-Fraud Policy and Program Violations

SCOPE:

This policy shall apply to all housing programs administered by the Housing Authority, unless specifically noted.

POLICY:

It is the policy of the Housing Authority to identify and aggressively pursue applicant and resident program violations and fraud with the goal of minimizing program violations and eliminating fraud; and ensuring the correct amount of assistance is provided to eligible families. HAC shall work cooperatively with other federal, state and local government agencies, in the pursuit of applicant, resident, and landlord fraud cases and continue to develop partnerships to improve communication of information among government agencies that provide benefits or services to HAC residents. Departments responsible for implementing this policy shall diligently investigate and resolve any program violations or fraud.

IMPLEMENTATION POLICY:

A. Program Violations and Fraud. A program violation or fraud occurs whenever a resident or applicant receives a benefit for which he or she is not eligible, or when a resident or applicant receives a benefit more than the amount for which he or she is eligible. Fraud is the intentional deception resulting in injury to another including the false and material misrepresentation made by one who either knows it is falsity or is ignorant of truth, the maker's intent that the representation be relied on by the person and in a manner reasonably contemplated, the person's ignorance of the falsity of the representation, the person's rightful or justified reliance and proximate injury to the person.

B. Applicant and resident program violations and fraud take many forms including, but not limited to: under reported and unreported income and assets, false identities, and unauthorized boarders and lodgers. Applicant and resident program violations and fraud are discovered primarily through HUD's Enterprise Income Verification system and other data matching reporting, the personal observations of HAC staff, reports received from residents and others, and through the annual and interim recertification process. HAC staff shall remain constantly aware of the possibility of program violations and fraud and shall be vigilant in observing circumstances that may indicate potential program violations or fraud. This includes, but is not limited



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to, residents and applicants with possessions or a lifestyle that cannot be supported on their reported income; residents who say they are unemployed who have departure and arrival patterns consistent with employment; and the arrival and departure patterns of guests.

C. Grievances. If an adverse action is to be taken against a resident who has committed a program violation or fraud the resident may request a grievance hearing in accordance with HAC grievance policy. Any applicant denied admission as a result of a program violation or fraud may request a review in accordance with HAC admissions policy.

D. Penalties for Program Violations and Fraud. Any applicant who has committed a program violation or fraud shall be denied admission in accordance with HAC Admission and Occupancy policies. Any resident who has committed a program violation or fraud shall reimburse the Housing Authority for housing benefits for which they were not entitled or eligible for. Calculations of benefits for which the resident was not entitled or eligible for shall be from the point in time the program violation or fraud first occurred. HAC shall offer no waivers or reductions to the amount of reimbursement due the Housing Authority. HAC may terminate the residents housing assistance and bring legal action to recover any amount for which they were not entitled or eligible for. In addition, any resident found guilty of fraud may be prosecuted in municipal, state or federal court. The Housing Authority, at its discretion, may pursue all applicable remedies in cases of fraud, including, but not limited to, denial of application for housing assistance, cancellation from housing program wait lists, termination of housing assistance, eviction, civil proceedings to recover overpaid housing assistance and investigation and legal costs or referral to other government agencies for criminal prosecution. All fraud cases totaling more than \$2500, will result in lease termination and court proceedings for criminal fraud.

E. Reimbursement. HAC may enter into a repayment agreement for the amount to be reimbursed for housing benefits for which the resident was not entitled or eligible for in accordance with HAC policy on repayment agreements.

PROCEDURES:

A. HAC Applicant Investigation:

1. If any program violation is suspected or discovered by Leasing staff, staff shall assess the information provided, and investigate the allegations to the extent



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possible.

2. Following his or her initial investigation, staff shall refer their findings to the Leasing Manager.

3. The Leasing Manager shall assess the information provided to determine if there is sufficient evidence of a program violation by the applicant and the type of violation committed, if denial of their application is warranted in accordance with HAC Admission and Occupancy policies, or if further investigation is needed.

4. If the assigned staff is unable to conclude the investigation within the 45 days, the case may be referred to the Legal or Fraud Investigator for further investigation.

B. HAC Resident Investigation: Initial discovery of suspected program violation

1. If a program violation by a resident is discovered or suspected, the Property Manager, or specialist will assess the information, investigate through discussion with the resident, requesting 3rd party verification, credit report, tax return, etc. as necessary; and resolve to the extent possible.

2. If HAC finds, based on EIV, other data-matching programs, or other information gathered, that a resident has failed to disclose income or assets, or has misrepresented his or her income or assets and as a result has received benefits in excess of, or in violation of, program requirements, the finding shall be documented and reported to the Leasing Manager.

3. All documentation must be kept in the resident file.

4. Following his or her initial investigation, if a HAC staff member is not able to resolve the suspected program violation, they will discuss the case with his or her supervisor, either the Property Manager or Senior Housing Manager to determine next steps for the investigation or resolution.

5. The Leasing Manager or Senior Housing Manager will review the information gathered by the staff to determine:

- If there is sufficient evidence of a program violation;
- The type of violation;
- If the resident should continue to receive housing assistance;
- If a repayment agreement should be offered;
- If termination of housing assistance is warranted.

6. If further investigation is needed, the Leasing Manager may enlist the Covington Police Department for help with the investigation.

7. Any investigation not resolved will be discussed with the Deputy Director HAC.

8. The Deputy Director of HAC shall determine next steps for the investigation or resolution. Legal counsel may be consulted at any time for guidance.

9. If it is determined that no violation can be substantiated, staff shall document the file accordingly and close the investigation.

11. If a significant amount of money is involved and there is strong evidence of fraud, the Leasing Manager will then submit to Legal Counsel or the OIG for review.



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Calculating Resident Reimbursement to HAC

1. Residents must reimburse HAC for housing benefits to which they were not entitled or eligible.
2. If it is determined that the submission of information was a program violation, staff shall re-calculate the resident's rent and determine the amount of back rent due and provide the resident notice of the change in rent and the amount of back (retro) rent due.

C. Reimbursement for Overpayment of Assistance

1. Once the reimbursement is determined and confirmed by the Leasing Manager or designee, staff shall charge the full amount due to the resident's account.
2. As an alternative, the Senior Housing Manager or designee may offer a repayment agreement in accordance with HAC policy.
3. Legal counsel must be consulted if termination is recommended by the Senior Housing Manager.

D. Repayment Agreements

1. The Property Manager or designee prepares the repayment agreement, in accordance with the Repayment Agreement policy.
2. A record of all repayment agreements and of the amounts recovered shall be kept through tenant accounting. HUD regulations (24 CFR792.204) require housing authorities to retain records of all repayment agreements and of the amounts recovered pursuant to each repayment agreement.
3. For a resident who defaults on their repayment agreement, the full balance becomes due. Staff will cancel the payment agreement and enter a charge to the residents account for the remaining balance due. Staff shall issue a 14-day Notice for the full balance due.

E. HUD's EIV Debt Owning Module

1. When the resident vacates, all debt owed shall be entered into HUD's EIV Debt Owning module by the Housing Specialist.
2. Staff must mark the appropriate termination status when closing out the account.





FLAT RENTS EFFECTIVE JULY 1st 2024

<u>GOLDEN TOWER:</u>	<u>PREVIOUS</u>	<u>PROPOSED</u>
EFFICIENCY-03,04	\$621	\$729
ONE BEDROOM(CORNERS)-01,02,12,13	\$683	\$797
ONE BEDROOM(INTERIOR)-05,06,10,11	\$713	\$827

<u>LATONIA TERRACE</u>		
ONE BEDROOM	\$713	\$827
TWO BEDROOM	\$929	\$1,076
THREE BEDROOM	\$1,244	\$1,429

<u>ACADEMY FLATS:</u>		
ONE BEDROOM (PHA/SECTION 8)	\$713	\$827
<u>ESRI:</u>		
ONE BEDROOM	\$713	\$827
TWO BEDROOM	\$929	\$1,076
THREE BEDROOM	\$1398	\$1,429
<u>NSP:</u>		
TWO BEDROOM	\$929	\$1,076
THREE BEDROOM	\$1398	\$1,429

SECURITY DEPOSITS:

Effective July 1, 2022 the security deposit amounts will be as follows for incoming residents:

Non-Elderly or disabled household: \$600

Elderly or disabled household: \$400

Deposits may be split into two (2) payments. First payment due at lease signing, second payment due with next rent payment.

A NOTE ABOUT THE CALCULATION METHODS USED FOR YOUR RENT PAYMENT:

Tenants are given a choice between Flat Rent and Income-Based Rent (30% of income) during their annual re-certification process.

Flat Rent may be beneficial for households with higher annual incomes. It “caps” the amount of rent charged to 80% of the area’s Fair Market Rent (FMR). Flat Rent only requires tenants to verify their household income and assets every 3 years, though household composition must still be verified annually via a mail-in packet.

In contrast, Income-Based Rent may be beneficial for households with lower annual incomes. Income-Based Rent requires tenants to verify their household income, assets and household composition annually.

Whatever rent calculation method chosen, a tenant’s monthly rent charges will never exceed 30% of their annual income.



Maintenance Charges

Effective July 1, 2024

WORK ORDER LINE - 859.655.7300

Please contact the Work Order Line to submit a repair request. You will need to provide your name, address, and a description of the maintenance issue.

Once a work order is submitted, HAC Maintenance employees and contractors are authorized to enter your unit to make the necessary repairs. Employees and/or contractors will knock before entry. If there is no response, they will enter the unit and identify themselves.

Your repair will be scheduled in the order received unless the issue is an emergency.

Emergency work orders are only to be submitted for the following reasons:

- **No heat**
- **No power**
- **Flooding**
- **Smell of gas**
- **Other emergency health and safety issues**

Children under 18 and pets must be supervised while repairs are being made. Pets must be crated for safety purposes per the pet policy outlined in your lease.

HAC reserves the right to bill residents for the costs of repairs due to damages or neglect. This includes the cost of labor and materials. Materials will be charged at-cost. Labor charges are **\$40.00/hour** and are billed in half-hour increments.

Smoke/Carbon Monoxide Detectors

Residents are subject to a **\$65.00 fine** if smoke/carbon monoxide detectors are found inoperable due to damage/neglect, if device covers are missing, or if detectors have been taken down and/or removed from the apartment.



Maintenance Charges

Effective July 1, 2024

Plumbing

Grease should **NEVER** be poured down a drain. Let it cool and dispose of it in a proper container to be placed in the trash. Wipes of **any kind** should never be flushed down a drain or toilet. They do not decompose properly and will cause a drain to clog. Tampons and other feminine products should not be flushed as they, too, may clog the plumbing. Toys or various objects (toothbrushes, tweezers, etc.) that are found in the drain will generate a resident charge. Residents are not to use drain opening chemicals but should use the free plungers given to them by property management. If you have not received your plunger, please see your property manager.

Ovens

Using the oven as a source of heat is strictly prohibited. Not only is it an inefficient method to heat a large space, but it is also very risky, and could lead to carbon monoxide poisoning, which can be deadly. It can also pose a risk for fires. Additionally, it is dangerous if you have small children as they may get severely burned. Any residents found using the oven to heat their unit will be charged for the parts and labor to repair the oven. Using the oven for heat will inevitably cause the oven to stop functioning properly.

The top of the stove must remain free of grease and food particles. This is to prevent grease fires and pest issues. Please lift up the top of the stove and clean underneath at least weekly.

Pest Control

Residents requiring pest control treatments should report all pest issues to their property management office. The Housing Authority of Covington will cover the cost of the first treatment. The second treatment will be shared evenly between the resident and the Housing Authority of Covington. All treatments after the first 2 treatments will be charged to the resident. **If a resident refuses a scheduled service, there will be a refusal charge of \$100.00 and the resident will be placed under notice for non-compliance.** The charge is equal to what HAC must pay the contractor for refused service. For residents who refuse service, fail to prepare, or whose inspections result in housekeeping deficiencies, the pest treatments will not work properly. Therefore, the resident will be billed whatever HAC is charged by the pest control contractor, for the second and all subsequent pest services. Please refer to your pest control charge sheet.



Maintenance Charges

Effective July 1, 2024

Golden Tower:

Residents are responsible for cleaning their own air filters on their heating/air units monthly, or more if needed. If debris is in the vents, they are responsible for cleaning the vent area with a vacuum. The front covers lift off for cleaning the louvers and any dust underneath. Damage to the unit due to not keeping filters clean, will result in the resident being responsible for the replacement cost of the HVAC unit.

Electrical:

If your electric goes out all over your apartment, please check your circuit breakers before calling in a work order.

If your electric goes out in your kitchen or bathroom, check your GFCI plug (usually near the sink in the bathroom or near the fridge in kitchen) and hit the reset button to see if the electric comes back on. If it does not, submit a work order.

Residents are responsible for the replacement of their own ordinary lightbulbs. If a work order is called in to replace bulbs, the resident will be responsible for the cost of the bulb and a half hour labor to install. The only time a resident will not be charged to change a lightbulb will be at move in and when needing to replace a long tubular "shop" bulb.



PEST CONTROL AND EXTERMINATION

The Housing Authority of Covington makes all efforts to provide a healthy and pest free environment for its residents. The HAC recognizes the importance of pest and vermin control. To achieve this, we have adopted a pest control policy.

In the event that you see pest or vermin in your apartment, please call your site manager's office immediately to be inspected or treated. You will be placed on the schedule for the following week.

Every week, the contracted Pest Control company is on site to do follow ups and resident requests for treatment.

We will notify you in writing at least forty-eight hours in advance with instructions that describe how to prepare your apartment for treatment. These instructions will need to be followed, for proper pest control treatment to be effective.

If the screen door is locked preventing entry or you refuse entry a \$~~40~~100.00 charge will be assessed. They will only check the front entry door. Refusal fees will also be assessed when housekeeping is poor, preventing treatment to take place, failure to properly prepare or the screen door is locked. In addition to the fee, a lease termination will be issued for failure to comply with Pest Control.

~~We use an environmentally friendly gel. If you would like the chemical ingredients of this gel, please call your manager's office~~
Residents will share in the cost of pest control as follows, charges are based on what the pest control contractor charges HAC:
If the resident reports promptly the presence of bed bugs in their home, the first treatment charge will be waived.

<u>Type of Service:</u>	<u>Possible Charge to Resident</u>
<u>Roach/Clean out</u>	
<u>General Rotation</u>	<u>No – 100% paid by HAC</u>
<u>1st treatment</u>	<u>No – 100% paid by HAC</u>



<u>2nd treatment</u>	<u>Yes – 50% resident</u>
<u>3rd treatment +</u>	<u>Yes - 100% Resident</u>
<u>Refusals/Failure to prep or cannot treat due to housekeeping</u>	<u>Lease term to be issued to resident immediately with \$100 charge for refusal</u>

<u>Type of Service: Bed Bug</u>	<u>Charge to Resident</u>	
<u>Initial Service/Inspection</u>	<u>No – 100% Paid by HAC</u>	
<u>1st Treatment (if reported, waived)</u>	<u>1 or 2 bedroom- Yes - \$175.00</u>	<u>3 or 4 bedroom- Yes - \$260</u>
<u>Follow ups – must have 3 inspections with none seen to be cleared</u>	<u>1 or 2 bedroom – Yes \$115.00</u>	<u>3 or 4 bedroom - Yes - \$135</u>
<u>Refusals/failure to prep or cannot treat due to housekeeping</u>	<u>Lease term to be issued to resident immediately with \$100 charge for refusal</u>	
<u>Scattered Sites/Stand-alone houses</u>	<u>1-3 bedrooms \$375.00 each service</u>	



COMMUNITY ROOM/RECREATION HALL RESERVATION FORM

DATE: _____ MONEY ORDER #: 1) _____ 2) _____

This is to testify that I, [Name] _____, residing at

[Address] _____, request the use of the Community/ Recreation Hall at [Site] _____ on [Date] _____ from [Starting Time] _____ A.M./P.M. to [Ending Time] _____ A.M./P.M. for the purpose of

MANAGER APPROVAL: _____ [(Initials)]

I also testify that the hall is presently clean and in good order prior to the above scheduled event. [Initials] _____ I will return the keys to the management office by: [Date] _____ by [Time] _____ A.M./P.M. Also, in accordance with Housing Authority’s “zero tolerance” on alcohol or drug use -- I understand NO alcohol, tobacco, or illegal substances (drugs) will be consumed in or around the Community/Recreation Hall or HAC property. [Initials] _____

This reservation form, a blank \$100 money order for the security deposit, and a completed \$75 money order for facility rental made payable to the “Housing Authority of Covington,” must be received before it will be booked. Following the event, the keys should be returned to the management office by the due date/time listed above. If the hall and bathrooms are inspected and found to be clean and in good order, the blank \$100 money order for the security deposit will be returned. For the Latonia Terrace recreation Hall, the lift chair will also be inspected for proper operation. The resident may be responsible for repair if not functioning after resident event. The Property Manager will demonstrate use and ensure functionality with resident present.

No tape is permitted on the ceilings, walls, windows, floors, tables or chairs. All spills must be wiped off tables, chairs, floors, appliances and counters. Garbage should be tied up and disposed of as directed by the manager. Bathroom(s) should be clean. See attached cleaning guide.

NOTE: SHOULD THE COMMUNITY/RECREATION HALL INCUR ANY DAMAGES OR NOT BE LEFT AS FOUND, YOU WILL BE HELD FINANCIALLY LIABLE FOR ALL REPAIRS AND CLEANING COSTS AT STANDARD MARKET RATES. YOU WILL FURTHER RELINQUISH ALL RIGHTS TO ANY FUTURE USE OF THE FACILITY.

Responsible Party Signature: _____ Phone #: () _____

INSPECTION DATE: _____ [PASS: YES NO] MGR INITIALS: _____





COMMUNITY ROOM/RECREATION HALL CLEANING REQUIREMENTS

NOTE: YOU ARE RESPONSIBLE FOR USING YOUR OWN GLOVES AND CLEANING SUPPLIES TO CLEAN THE COMMUNITY ROOM AFTER USE FOR PRIVATE FUNCTIONS. HOWEVER, BROOM, DUST PANS, MOP, BUCKET AND TRASH BAGS ARE PROVIDED.

DUTIES:

Wipe down kitchen counters, cabinets and stove with all purpose, antibacterial cleaner.

Wipe down all tables and chairs seats with all purpose, antibacterial cleaner. Wipe down chair legs and table legs if you see noticeable drips or stickiness.

Empty all trash cans and replace with new liners. Place trash in outside receptacles in front of office. Sweep floors thoroughly with broom and dust pan.

Wet mop community room floor with a mild detergent, using lukewarm water. Be sure to rinse and squeeze mop out thoroughly before and after use.

Check bathrooms - pick up trash and place in trash cans and wipe down sink area and mirror with all purpose, antibacterial cleaner.

Check lobby area - pick up trash and sweep.

If the community room and bathrooms are inspected and found to be clean and in good order, the blank \$100 money order for the security deposit will be returned to you. If they are not found to be clean and in good order, the \$100 money order will be used to pay cleaning costs.

Any questions, please contact your Management Office.

Latonia Terrace 859-292-2404 Golden Tower 859-292-3264

I HAVE READ AND UNDERSTAND THE CLEANING REQUIREMENTS ABOVE.

Responsible Party Signature: _____

Date: _____



COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
	Operations- CH, LT, GT, ESR I, AF & NSP	506,350	576,573	581,757	587,565	590,996
	Operations- Emery	4,780	4,971	5,170	5,377	5,915
	Operations- ESR II	2,783	2,895	3,010	3,131	3,444
	Operations - ESR III	2,640	2,746	2,856	2,970	3,267
	Operations- River's Edge at Eastside Pointe	15,447	16,065	16,707	16,707	18,378
	Operations- Work truck, Pickup truck, Gater, etc.	80,000	26,000	26,000	26,000	26,000
	Operations- Trees	2,000	1,700	1,700	1,700	1,700
	Operations- 2300- Furniture, microwave, refrigerator, etc.	500	100	100	100	100
	Operations- 2300 HVAC	500	100	100	100	100
	Operations- 2300- Carpet upgrade and paint	10,000	100	100	100	100
	SUBTOTAL OPERATIONS	625,000	631,250	637,500	643,750	650,000
PHA Wide						
	Furniture & Blinds	1,000	1,000	1,000	1,000	1,000
	Ranges & Refrigerators	30,000	35,000	40,000	40,000	40,000
	Management Improvements- Staff & Education/Training / Correct Deficiencies	66,250	65,000	63,750	67,750	73,750
	* Training of HAC staff in operations, maintenance, accounting & financial procedures					
	* Training residents for agency or community employment. Teen Summer Work Program					
	* Correct management deficiencies. Improvements to management, financial & accounting control procedures. * Technical assistance to Resident Council					
	* Development and improvement of applicant screening procedures					
	Management Improvement- Security (signage, cameras, key machines, locks, etc.)	102,500	112,500	112,500	108,500	102,500
	Management Improvement- Systems (software, computers, copiers, telecom, etc.)	53,991	54,229	53,750	53,750	53,750
	Administration (Salaries/Benefits- CF related)	131,900	131,900	127,916	127,916	127,916
	Consultant Fees	47,500	40,000	40,000	40,000	40,000
	Consultant fees- Choice Neighborhood and/or Housing Development	10,000	10,000	10,000	10,000	10,000
	Architecture and Engineering Fees	130,000	111,867	100,000	100,000	100,000
	Development/Renovation of Purchasing Department/ Site work/ Relocation	95,937	260,430	269,690	276,674	285,424
	Development/ Renovation of Maintenance Shop / Offices / Site work/ Relocation	50,000	30,000	40,000	50,000	60,000
	Housing Development- Planning, Design, Finance, Demo, Abatement, Acquisition, Construction, Relocation, etc.	10,000	10,000	10,000	10,000	10,000
	Land Development	10,000	10,000	10,000	10,000	10,000
	Audit Costs for Capital Fund program	3,000	3,000	3,000	3,000	3,000
	Kiosk- 1650 Russell or other appropriate location	40,000	40,000	40,000	40,000	40,000
	SUBTOTAL PHA WIDE EXCLUDING OPERATIONS	\$782,078	\$914,926	\$921,606	\$938,590	\$957,340

COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
GOLDEN TOWER	Replace acoustical ceiling	4,900	4,900	4,900	4,900	4,900
	Electrical/LED lighting (Units and Non Dwelling)	8,000	15,000	15,000	15,000	15,000
	Replace sanitary sewer lines and stacks (Units, Non Dwelling & Site)	15,000	10,000	10,000	10,000	10,000
	Replace waterlines, valves, backflow preventer, water heaters and pumps (Unit, Non dwelling and Site)					
	Storm line upgrades	8,000	15,000	15,000	15,000	15,000
	Replace toilets- energy efficient (Units and Non Dwelling)	5,000	5,000	5,000	5,000	5,000
	Replace all bath fixtures (toilets, showers, controls, cabinets, sinks and faucets)	5,000	5,000	5,000	5,000	5,000
	Replace roof system and flashing	8,000	20,000	20,000	20,000	20,000
	Paint corridors and stairwells / Replace common area flooring	5,000	5,000	5,000	5,000	5,000
	Upgrade apartment and common area flooring	8,000	15,000	15,000	15,000	15,000
	Replace windows, screens, and caulk	10,000	20,000	20,000	20,000	20,000
	Replace kitchen cabinets, countertops, sinks, faucets and range hoods	25,000	40,000	40,000	40,000	40,000
	Replace door handles from knobs to lever arm in stairwells	25,000	25,000	25,000	25,000	25,000
	Replace door handles from knobs to lever arm in stairwells	7,200	7,500	100	100	100
	Elevator upgrades (cab upgrades, braille buttons, hoist and governor replacement, door operator, protection system, etc.)	5,000	10,000	10,000	10,000	10,000
	Concrete / Asphalt and stripping	10,000	20,000	20,000	20,000	20,000
	HVAC & Dampers- common area and PTAC units	17,800	14,700	14,900	14,900	14,900
	Mailboxes, package lockers, etc.	100	100	100	100	100
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	100	100	100	100	100
	Tuck-pointing / Caulking / Exterior painting/Window cleaning	100	100	100	100	100
	Unit & Building Renovation/Modernization/Relocation	50,000	13,000	12,700	12,700	12,700
Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100	
Accessibility and sensory assessment & correction if needed	100	100	100	100	100	
PNA Assessment	100	100	100	100	100	
Security Cameras	100	100	100	100	100	
SUBTOTAL GOLDEN TOWER		\$200,600	\$245,800	\$238,300	\$238,300	\$238,300

COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
LATONIA TERRACE	Storm doors and hardware			5,000	5,000	5,000
	Electrical/LED lighting (Units, Non dwelling and Site)	10,000	15,000	15,000	15,000	15,000
	Water lines, valves, pumps and water heaters (Units, Non Dwelling and Site)	15,000	15,000	15,000	15,000	15,000
	Replace sewer lines (Units, Non Dwelling, and Site)	5,000	5,000	5,000	5,000	5,000
	Replace storm lines, catch basins, conductor lines, gutters/downspout, retention basin, drain tile, and erosion control					
	Replace cabinets, sinks, tub, surround, controls and toilets at bathrooms	15,000	20,000	20,000	20,000	20,000
	Gas lines, valves and cathodic protection (Units and Site)	21,000	20,000	20,000	20,000	20,000
	Replace HVAC (Boilers, radiators, heat lines, valves or upgrade to split or chiller systems)	5,000	5,000	5,000	5,000	5,000
	Replace windows and screens	50,000	60,000	55,000	55,000	55,000
	Repair brick and mortar and seal concrete block	50,000	50,000	50,000	50,000	50,000
	Replace cabinets, countertops, sinks, faucets at kitchens	5,000	5,000	5,000	5,000	5,000
	Install exhaust fan and lights	14,000	14,000	14,000	14,000	14,000
	Upgrade apartment and common area flooring	5,000	5,000	5,000	5,000	5,000
	Upgrade accessible concrete ramps and railings	100	100	100	100	100
	Stabilize and/or construct retaining walls. Fencing at top of wall.	8,000	8,000	20,000	20,000	20,000
	Install bathroom medicine cabinets with lights	100	100	100	100	100
	Concrete / Asphalt and stripping	6,000	14,000	14,000	14,000	14,000
	Replace or repair playground equipment and ground cover	15,000	15,000	15,000	15,000	15,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	100	100	100	100	100
	Upgrade administration restroom at 2940 Madison	100	100	100	100	100
	Replace crawl space vents to prevent pest infiltration/ Seal penetrations in buildings to prevent pest infiltration					
	Replace A/C units in community room	100	100	100	100	100
	Install measures or structure to prevent flooding of administration basement at 2940 Madison	100	100	100	100	100
	Regulators and Sensors/ Main water line relocation & pit	10,000	10,000	100	100	100
	Auto read electric meters	5,000	5,000	5,000	5,000	5,000
	Unit & Building Renovation/Modernization/Relocation/New Construction	4,500	5,000	5,000	5,000	5,000
	Lead Based paint assessment/Abatement & Relocation of Residents	137,840	11,800	54,500	54,500	54,500
	Accessibility and sensory assessment & correction if needed	100	100	100	100	100
	PNA Assessment	100	100	100	100	100
	Security Cameras	100	100	100	100	100
	SUBTOTAL Latonia Terrace	\$408,340	\$313,800	\$358,600	\$358,600	\$358,600

COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
CITY HEIGHTS	City Heights Consultants for Disposition	5,000	5,000	100	100	100
	Relocation due to Disposition (DOT schedule and moving expenses, relocation consultant, resident utility debts, etc.)	50,000	250	100	100	100
	Clean out and secure vacant units due to Relocation due to Disposition	75,000	250	100	100	100
	Electrical, Load centers, disconnects, conduit and wiring	12,500	10,000	100	100	100
	Utility poles and components	12,076	10,000	100	100	100
	Storm and sanitary systems (Units, Non Dwelling and Site)	10,000	14,000	100	100	100
	Water lines, valves and water heaters (Units, Non dwelling and Site)	22,000	14,300	100	100	100
	Gas lines, valves and cathodic protection (Units and Site)	10,407	14,000	100	100	100
	Concrete / Asphalt and stripping	22,077	14,500	100	100	100
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	100	100	100	100	100
	Asbestos/ Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100
	Accessibility and sensory assessment & correction if needed	100	100			
	PNA Assessment	100				
	HVAC systems	100	100	100	100	100
	Security cameras (Installation and removal)	100	100	100	100	100
SUBTOTAL CITY HEIGHTS		\$219,660	\$82,800	\$1,300	\$1,300	\$1,300
EMERY DRIVE	Replace kitchen/ bath cabinetry, sinks, faucets, countertops.	1,000	1,000	500	500	500
	LED lighting, emergency exit lighting and electrical (Site, Units and Non Dwelling)	500	500	500	500	500
	Water lines, valves, apartment shutoff valves, water heaters, etc. (Units, Non Dwelling and Site)	1,000	1,600	1,600	1,600	1,600
	Replace bathtubs, surrounds, and controls	1,200	2,000	3,000	3,000	3,000
	Upgrade apartment and common area flooring	3,667	3,282	3,577	4,404	4,404
	Upgrade Boiler and HVAC (Units and Non Dwelling)	1,250	1,200	1,200	1,200	1,200
	Upgrade windows, paint and caulking	2,000	2,000	2,000	2,000	2,000
	Upgrade patio doors, decks and railings	2,200	2,000	3,000	2,000	2,000
	Building Envelope- roof, gutters, downspouts, siding, soffits, trim, tuckpointing, exterior painting, caulking, wall & attic insulation, etc.	1,000	1,000	1,000	1,000	1,000
	Replace metal stair at 1016 / Replace fire escapes at 1020 and 1030	1,300	1,300	1,800	1,800	1,800
	Stabilize erosion and hillside slippage	2,000	2,000	1,000	2,000	2,000
	Upgrade laundry facilities (6 washers and 8 dryers)					
	Water infiltration system	1,000	1,000	500	500	500
	Smoke detectors / carbon monoxide detectors (NSPIRE protocol)	1,000	1,000	1,000	1,000	1,000
	Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100
Accessibility and sensory assessment & correction if needed	100	100	100	100	100	
PNA Assessment	100	100	100	100	100	
SUBTOTAL EMERY DRIVE		\$19,417	\$20,182	\$20,977	\$21,804	\$21,804

COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
ESR I	Concrete / Asphalt/ Stripping					
	MEP- HVAC / Electrical (includes Lighting) / Plumbing (waterlines, valves, water heaters, etc.)	6,000	12,000	12,000	12,000	12,000
	Replace kitchen/ bath cabinetry, countertops, sinks and faucets.	12,000	18,000	18,000	18,000	18,000
	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting, caulking, seal penetrations from pest and provide on way egress, etc.	1,000	1,000	1,000	1,000	1,000
	Upgrade apartment and common area flooring	1,000	1,000	1,000	1,000	1,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	1,000	1,000	1,000	1,000	1,000
	Waterproof basement walls / Cap basement dirt floors with concrete	1,000	1,000	1,000	1,000	1,000
	Fencing	900	900	900	900	900
	Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100
	Accessibility and sensory assessment & correction if needed	100	100	100	100	100
	Replace Beam and Floor Joists	100	100	100	100	100
PNA Assessment	100	100	100	100	100	
SUBTOTAL ESR I		\$23,300	\$35,300	\$35,300	\$35,300	\$35,300
ESR II	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, wall & attic insulation, exterior painting and caulking	6,654	3,599	4,564	5,046	5,046
	Smoke detectors / Carbon monoxide detectors (NSPIRE Protocol)	500				
	MEP- HVAC / Electrical (includes Lighting) / Plumbing (waterlines, valves, water heaters, etc.)	1,500	1,500	1,500	1,500	1,500
	Replace kitchen/ bath cabinetry, countertops, sinks & faucets.	500	5,000	4,000	4,000	4,000
	Concrete / Asphalt/ Stripping	1,000	1,000	1,000	1,000	1,000
	Fencing	1,000	1,000	1,000	1,000	1,000
	Lead Based paint assessment/abatement & Relocation of Residents	100	100	100	100	100
	Accessibility and sensory assessment & correction if needed	100	100	100	100	100
	PNA Assessment	100	100	100	100	100
	SUBTOTAL ESR II	\$11,454	\$12,399	\$12,364	\$12,846	\$12,846
	ESR III	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, wall & attic insulation, exterior painting and caulking	2,000	4,984	5,423	5,280
Smoke detectors / Carbon monoxide detectors (NSPIRE Protocol)		1,000	1,000	1,500	1,500	1,500
MEP- HVAC / Electrical (includes Lighting) / Plumbing (waterlines, valves, water heaters, etc.)		5,562	3,000	3,000	3,100	3,100
Replace kitchen/ bath cabinetry, countertops, sinks & faucets.		1,000	1,000	500	1,000	1,000
Concrete / Asphalt/ Stripping		1,000	1,000	1,000	1,000	1,000
Fencing		100	100	100	100	100
Lead Based paint assessment/abatement & Relocation of Residents		100	100	100	100	100
Accessibility and sensory assessment & correction if needed		100	100	100	100	100
PNA Assessment		100	100	100	100	100
SUBTOTAL ESR III		\$10,862	\$11,284	\$11,723	\$12,180	\$12,180

COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
ACADEMY FLATS	HVAC (Units and Non Dwelling)	15,000	55,100	65,000	65,000	65,000
	Exterior painting and caulking	5,000	5,000	5,000	5,000	5,000
	Concrete/ Asphalt and stripping	8,000	8,000	8,000	8,000	8,000
	Flooring, painting, electrical (lighting) at common areas	8,000	10,000	10,000	10,000	10,000
	Plumbing (waterlines, valves, water heaters, pumps, shower stalls, dishwashers, etc.)	1,000	1,000	1,000	1,000	1,000
	Upgrade elevator and components	1,000	1,000	1,000	1,000	1,000
	Waterproof foundation wall	10,501	1,000	1,000	1,000	1,000
	Shelter/Gazebo	20,000	1,000	1,000	1,000	1,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE Protocol)	100				
	Replace Windows	2,800	12,700	54,800	54,800	54,800
	Sewers, Storm, catch basins, conductor lines, erosion, etc.	10,000	1,000	1,000	1,000	1,000
	Upgrade apartment and common area flooring	1,000	1,000	1,500	1,500	1,500
	Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100
	Accessibility and sensory assessment & correction if needed	100	100	100	100	100
	Replace exterior or interior doors	9,900	5,000	5,000	5,000	5,000
Seal attic penetrations	100	100	100	100	100	
Electrical including lighting and emergency lights	100	100	100	100	100	
Security Cameras	100	100	100	100	100	
PNA Assessment	100	100	100	100	100	
SUBTOTAL ACADEMY FLATS		\$92,901	\$102,400	\$154,900	\$154,900	\$154,900
NSP	Concrete / Asphalt/ Stripping	1,000	1,000	1,000	1,000	1,000
	Plumbing (waterlines, valves, water heaters, etc.)	4,000	7,000	8,000	8,000	8,000
	HVAC/ Electrical (includes Lighting)	23,000	60,000	60,000	60,000	60,000
	Building Envelope- windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting, caulking, fencing, seal penetrations from pest and provide on way egress, etc.	10,000	13,000	12,000	12,000	12,000
	Smoke detectors/ carbon monoxide detectors (NSPIRE protocol)	100				
	Upgrade apartment and common area flooring	5,900	9,000	9,000	9,000	9,000
	Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100
	Accessibility and sensory assessment & correction if needed	100	100	100	100	100
	PNA Assessment	100	100	100	100	100
	SUBTOTAL New Site Properties	\$44,300	\$90,300	\$90,300	\$90,300	\$90,300

COMMUNITY (AMP)	PROJECT	BUDGET CF24	BUDGET CF25	BUDGET CF26	BUDGET CF27	BUDGET CF28
RIVER'S EDGE	Building Envelope- Windows, roofs, gutters, downspouts, siding, soffits, trim, tuck-pointing, exterior painting and caulking	15,000	20,000	25,000	25,000	25,000
	Smoke detectors / Carbon monoxide detectors (NSPIRE protocol)	11,788	12,000	12,000	12,000	12,000
	Concrete / Asphalt and stripping	9,000	10,000	8,000	8,000	8,000
	HVAC/ Electrical (includes lighting and emergency lights	7,000	7,000	6,000	6,000	6,000
	Plumbing (waterlines, valves, pumps, water heaters, etc.)	1,000	2,000	2,000	2,000	2,000
	Fencing	10,000	5,259	5,830	5,830	5,830
	Upgrade apartment and common area flooring	5,000	5,000	5,000	5,000	5,000
	Security cameras, security lights, access controls, signage	3,000	3,000	3,000	3,000	3,000
	Ranges & refrigerators (Units)	100	100	100	100	100
	Lead Based paint assessment/Abatement & Relocation of Residents	100	100	100	100	100
	Accessibility and sensory assessment & correction if needed	100	100	100	100	100
	PNA Assessment	100	100	100	100	100
	SUBTOTAL RIVER'S EDGE at EASTSIDE POINTE	\$62,088	\$64,559	\$67,130	\$67,130	\$67,130
	GRAND TOTAL AGENCY WIDE	\$2,500,000	\$2,525,000	\$2,550,000	\$2,575,000	\$2,600,000

MEETING NOTES
HOUSING AUTHORITY OF COVINGTON
HAC STAFF AND RESIDENT COUNCIL ANNUAL/ 5 YEAR CAPITAL FUND PLANNING MEETING
Friday, February 2, 2024 1:30PM - 3:00PM

A meeting of the Latonia Terrace Resident Council and Golden Tower Resident Council regarding the Housing Authority of Covington's Annual Plan and 5 Year Capital Fund projects, was held on **Friday, February 2, 2024 from 1:30pm-3:00pm** at the agency's main office, 2300 Madison Ave., Covington, KY 41071. A total of 10 staff members and residents were present at the meeting.

Housing Authority of Covington staff consisted of: Chris Bradburn, Deputy Director; Jon Adkins, Director of Resident Services; Shannon Wilson, Senior Housing Manager; Linda DiGirolamo, Procurement Officer/Capital Asset Manager; Gabrielle Pereda, Manager/Leasing & Recertification; Sharon Brown, Housing Manager/Latonia Terrace; and Kelly Connett, Executive Assistant to the Executive Director.

Three Resident Council officers were in attendance: Lestell Turney, President/Latonia Terrace; Veverly Gibson, President/Golden Tower; and Velma Golsby, Vice-President/Golden Tower.

AGENDA:

- Welcome
- Introductions
- Opening Remarks
- Housing Program
 - Lease
 - Admissions and Continued Occupancy Policy (ACOP)
 - Anti-Fraud Policy
 - Flat Rents
 - Maintenance Charges
 - Pest Control Management
 - Facility Use and Rental Charge Policies
- Capital Fund Projects-Priorities and Budget
- 45 Day Comment Period begins 2/16/2024 and goes to 4/1/2024
- Public Hearing 4/17/2024
- Comments/Questions/Concerns
- Adjournment

Chris Bradburn opened the meeting and outlined the following topics:

- Every year the Housing Authority of Covington reviews the lease, tenant policies, and capital project priorities with the goal of improving efficiencies and the affordable housing portfolio.
- Over the past 10-12 weeks, staff have held focus groups, reviewed physical needs assessment reports, tenant policies, rent and maintenance charges, and the capital fund budget.
- Today staff from various departments will present to you the proposed Annual Plan for 2024-2025 and seek input and suggestions from the Resident Councils on how to improve the communities.
- 45 Day Comment Period
- Public Hearing 4/17/24

Shannon Wilson and Gabrielle Pereda presented the updates on the Lease, Admissions and Continued Occupancy Plan (ACOP), Anti-Fraud Policy, Flat Rents, Maintenance Charges, Pest control Management, and Facility Use and Rental Charge Policies.

(Only Sections with Questions/Comments & Answers are mentioned)

The following Questions/Comments and Answers Resulted:

Proposed Lease Changes for 2024 Sections 1 - 20

Section 5: Occupancy: Clarified item H. The resident shall not allow any person(s) other than those listed on the lease to use their address. Use of address will be considered verification of unauthorized occupancy and may be subject to lease termination.

Comments:

Velma Golsby: My brother does not live there but has his mail delivered to my address. Is this a violation?

Shannon Wilson: Yes, as stated in item H. In this type of situation, he should have it delivered "In care of Velma Golsby" which does not denote him as a resident.

Section 8: Rent Certification: Mandatory Earned Income Disallowance: HUD no longer offers the Earned Income Disallowance, effective 1/1/2024. For those still on the EID allowance, the program will discontinue on 12/31/2025. The rent will be based on 30% of the household's annual adjusted income.

Comments:

Veverly Gibson: Why is this happening?

Gabrielle Pereda: Because HUD is ending the EID program.

Veverly Gibson: Does that mean my rent will be higher?

Gabrielle Pereda: If you are on the program, then yes, it will increase on 12/31/25.

Section 16: Lease Termination by Landlord: Clarified item KK. In the event a resident has been charged retro rent in the amount of \$2,500 or greater, due to failure to report increased income, this will be considered Criminal Fraud, and the PHA will move to evict based on Criminal Fraud. The PHA reserves the right to prosecute for failure to report timely or provide verification of income, asset and/or family composition.

Comments:

Veverly Gibson: What do you mean "Fraud"?

Gabrielle Pereda: If you are not being honest about your income this is "Fraud". Also, having unauthorized people living in your unit is considered "Fraud".

Veverly Gibson: OK, that makes sense.

Veverly Gibson: Wait, will working for CAC (senior employment program) be held against me?

Gabrielle Pereda: No, CAC is excluded but you still need to report it.

Section 18: Least Termination by the Resident: Clarified resident's financial responsibility in last sentence. The resident is responsible for rent until the possession of the unit (keys) have been turned in and in addition to the requirements listed by the notice period.

Comments:

Veverly Gibson: Will you just take that out of the deposit?

Chris Bradburn: What residents don't realize is that when a key is not turned in, we legally cannot take possession of the unit. So it's not just the cost of the key, it's the rent that HAC is losing by not being able to turn the unit and rent out in a timely manner.

Shannon Wilson: This could also mean that we may have to take the resident to court to recover the unit.

ACOP Changes 2024-2025

Section 10: Clarified item 15.7B Approval of Caregiver: The approval of a caregiver is at the PHA's discretion and subject to screening criteria. If neither a parent nor designated guardian remains in the household receiving subsidy, HAC will take (stated) actions.

Comments:

Veverly Gibson: What if I am sick and my son takes care of me. Does he need to be on the lease?

Shannon Wilson: No, that is considered a live-in aid, not a caregiver. Caregiver, in this sense, is someone who cares for a child with serious illness or disability. Live-in Aids are for adults.

HOTMA - Section 103: Over Income: Section 103 was implemented 6/16/23 for public housing tenants. When a family's income exceeds 120% AMI for 2 consecutive years, the PHA must terminate the family's tenancy within 6 months of the 2nd income determination. If at any point during this two-year period a family experiences a decrease in income, they may request an interim redetermination of rent. The family will be notified by mail if they are no longer considered "over-income" and are eligible for a new two-year grace period.

Comments:

Veverly Gibson: Does this mean Social Security Retirement too?

Gabrielle Pereda: No, but if you have an IRA, for example, that may make someone "over income."

22.0 Anti-Fraud Policy and Program Violations:

IMPLEMENTATION Policy (B): Applicant and resident program violations and fraud take many forms including, but not limited to, under reported and unreported income and assets, false identities, and unauthorized boarders and lodgers. Applicant and resident program violations and fraud are discovered primarily through HUD's Enterprise Income Verification (EIV) system, other data matching reporting, the personal observations of HAC staff, reports received from residents and others, and through the annual and interim recertification process. HAC staff shall remain constantly aware of the possibility of program violations and fraud and shall be vigilant in observing circumstances that may indicate potential

program violations and fraud. This includes, but is not limited to, residents and applicants with possessions or a lifestyle that cannot be supported on their reported income; residents who say they are unemployed who have departure and arrival patterns consistent with employment; and the arrival and departure patterns of guests.

Comments:

Veverly Gibson: So, does that mean that you can watch us come and go all the time?

Gabrielle Pereda: We have cameras on the properties for security purposes; but if we see a resident leaving and arriving home in a Burger King uniform, and they report that they do not have a job, we will assume they do, inquire about it, and adjust their information accordingly.

Chris Bradburn: Also, for example, if we notice a resident driving around in a new car, but they have no increase in income, that would be suspicious.

Shannon Wilson: If a tenant says that their boyfriend bought them the car and it is in the tenant's name, that is considered an asset.

Sharon Brown: If the boyfriend bought the car for the tenant and left it in his name, and the car is on the property constantly, then we assume that the boyfriend is an unauthorized occupant in the unit.

Veverly Gibson: What if my grandson who stays with me gets a summer job, does that count as income?

Gabrielle Pereda: Yes, if he is on the lease and is over 18 years of age.

Flat Rents (Effective 1/1/2024)

Comments:

Veverly Gibson: What does subsidized rent mean?

Gabrielle Pereda: It means that the Government is paying part of your rent.

MAINTENANCE CHARGES

Comments:

Veverly Gibson: If my lights are out, will I get charged for maintenance to fix it?

Shannon Wilson: You are responsible for the light bulbs. If the fixture is not working due to no fault of the household, then maintenance will repair at no cost.

Pest Control Management

Comments:

Veverly Gibson: What if I can't get rid of bugs because the apartment next to me has them?

Shannon Wilson: Between the Exterminators and the results of management/maintenance inspections, we can determine if the problem is coming from another unit, and you won't be charged if that is the case.

Facility Use and Rental Charge Policies

The tenant cost to rent a community room will increase to a \$100 deposit and \$75 rental fee.

Veverly Gibson: That is a big increase in price!

Chris Bradburn: The \$100 deposit will be refunded if the hall is cleaned and in good order.

I also want to mention that our rental fees have not increased in years. In addition, the lift chair at the Latonia Terrace Rec Hall has been damaged 3 times following tenant use since we installed it, which is a major repair expense to the agency.

Jon Adkins: I want to also mention that we recently rented a hall for an agency meeting that cost \$400, so, this is still a great deal.

Lestell Turney: You should also put in the rental agreement that the bathrooms should be in working order after they are rented and remind them about the no smoking rule.

Chris Bradburn: That is a great idea.

Chris Bradburn asked if there were any further questions or comments:

There were no further questions or comments.

Jon Adkins asked the Resident Councils to take the information presented to the next Resident Council meeting and discuss it with the attendees.

Chris Bradburn reminded the Resident Council members that there will be a 45-day comment period beginning 2/16/2024 through 4/1/2024 if they wish to submit questions or comments.

The Resident Council members were thanked for their participation and the meeting adjourned at 3:00pm.