

**Memorandum of Understanding  
Concerning Relations Between the Housing Authority of the City of Charlotte, NC,  
the Residents Advisory Council, and Individual Resident Organizations  
Representing the Residents in Each Development**

WHEREAS, the United States Department of Housing and Urban Development (HUD) promotes resident participation and the active involvement of residents in all aspects of housing authority overall mission and operation (24 CFR 964.11);

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Charlotte (CHA) supports the involvement of CHA residents in operational decisions of the authority and views this involvement as a key component in accomplishing the CHA mission;

WHEREAS, the residents of the CHA desire to participate in and support the success of the CHA mission;

NOW THEREFORE, the CHA and the Resident Advisory Council of the Charlotte Housing Authority (RAC) enter into this Memorandum of Understanding on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

1. Purpose: This agreement describes the relationship among the CHA, the duly elected (24 CFR 964.105) RAC, and the duly elected (24 CFR 964.130) Resident Organizations (ROs) in each of the developments managed or owned by the CHA.

This agreement also outlines the process and procedures through which the RAC and RO's may participate in and/or partner with CHA in all areas of operation, including, but not limited to, admissions and occupancy, general management, maintenance, modernization, security, resident training, resident employment, youth services and human services.

2. Scope: This agreement applies to the CHA and all resident representative organizations elected in accordance with the provisions of 24 CFR 964.105 or 24 CFR 964.130.
3. Role and Responsibilities of the CHA. The CHA will facilitate resident participation and involvement in its operation as follows:
  - a. Board of Commissioners is responsible to:
    - i. Recognize a duly elected resident organization as the sole representative of the residents it purports to represent and support its tenant participation activities (24 CFR 964.18(a)(1));
    - ii. Not recognize a competing resident organization once a duly elected resident council has been established (24 CFR 964.18(a)(7));
    - iii. Receive a regular report of RAC activities; and
    - iv. Review the MOU performance reports of the RAC and CHA management.

- b. CHA Chief Executive Officer, or his/her designee, is responsible to:

- i. Work to foster a *mutually supportive relationship* by conducting regularly scheduled meetings with the RAC and ROs and encouraging the formation of joint CHA management – resident committees to work on issues and planning (24 CFR 964.18(a)(8));
  - ii. Provide appropriate guidance to residents to assist them in establishing and maintaining a resident organization when requested by RAC (24 CFR 964.18(a)(2));
  - iii. Provide the residents or any resident organization with current information concerning the CHA’s policies on tenant participation in management;
  - iv. Ensure that duly recognized ROs have priority of office space in site community buildings and priority for the use of site community space for the organization’s meetings free of charge (24 CFR 964.18(a)(5)). In those cases where secure office space is not available, CHA will consider every practical step to provide secure office space, up to and include providing a residential unit for this purpose;
  - v. Ensure CHA staff complies with the provisions of this MOU and of 24 CFR Part 964; and
  - vi. Provide an Annual Report to the CHA Board of Commissioner on the level of success achieved by the RAC in executing its Annual Plan and its responsibilities under this agreement.
- c. CHA Resident Council Liaison (RCL) is responsible to:
- i. Take a lead role, in collaboration with the RAC, for assuring maximum opportunities for skills training for public housing residents (24 CFR 964.18(a)(11));
  - ii. Assist the RAC and ROs in obtaining information concerning CHA policies and procedures;
  - iii. Assist the RAC in developing its annual Annual Plan and annual report to the Board of Commissioners, its Capital Funds Budget Request, and its Annual Spending Plan;
  - iv. Identifying community resources for assisting RAC and ROs in the development of programs and services;
  - v. Facilitate cooperative relations between the RO and site management staff;
  - vi. Advise the RAC upon request on dispute mediation between the RO and its community;
  - vii. Monitor RAC and RO compliance with the provisions of this MOU and 24 CFR Part 964;
  - viii. Work with CHA and/or RAC in coordinating any change to the MOU;
  - ix. Monitor, either personally or through a designated representative, the resident organization elections to ensure compliance with established written procedures and 24 CFR 964.130;
  - x. Ensure the RAC is notified of grant opportunities;
  - xi. Work with Regional Property Management staff to ensure understanding of RAC and RO site related issues and advise property management staff in the development of solutions.

- d. CHA site management staff is responsible to:
  - i. Support the RAC effort to organize a development resident organization by calling a mandatory community meeting for the purpose of beginning the process toward holding elections;
  - ii. Notify the RAC within five (5) days of the eviction of an officer of the development resident council;
  - iii. Notify the RO president of new residents at least 3 days prior to the residents' move-in dates;
  - iv. Review the meeting agenda proposed by the RO president and incorporate additional agenda items as needed at least 5 days prior to a scheduled Quality Circle meeting;
  - v. Negotiate with duly elected resident council on all uses of community space for meetings, recreation and social services, and other ***resident participation activities***, including the use of development facilities and common areas by outside groups, pursuant to HUD guidelines (24 CFR 964.18(a)(6)) and the provisions of this MOU and Attachment A;
  - vi. Attend all scheduled development level Quality Circle meetings;
  - vii. Attend RO meetings when requested by the RO president for the following purposes:
    - 1) Providing reports on management, maintenance and resident service activities; and
    - 2) Obtaining input and feedback from residents regarding concerns, issues or ideas they may have.

Unless requested by the meeting's chairperson to remain, the CHA staff person(s) will be excused from the meeting after their presentation in order for the RO to conduct its business.;
  - viii. Ensure that all CHA Development Staff are familiar with and understand the provisions of this MOU;
  - ix. Periodically evaluate the RO on its support of the provisions of this MOU.
- e. CHA Resident Safety Responsibilities:
  - i. Assist the RAC and/or resident organizations in organizing, training and implementing tenant patrols upon request;
  - ii. Assist the RAC in developing a set of policies and procedures, in coordination with the CHA Legal Department, that govern the operation of all development tenant patrols and support their effective and efficient operation;
  - iii. Jointly develop tenant patrol coordinator performance criteria with the RAC and include the agreed upon measures in the coordinator's annual work plan;
  - iv. Periodically assess the operation of development tenant patrols to ensure they are operating within CHA policy and the policies and procedures established by the RAC; and
  - v. Make recommendations to CHA and the RAC on policy and procedure changes to improve tenant patrol operations.

4. Role and Responsibilities of the Resident Organizations. The role of the resident organization (both jurisdiction-wide and development level) is to improve the quality of life and resident satisfaction and participation in self-help initiatives to enable residents to create a positive living environment for families living in public housing (24 CFR 964.100).

a. The RAC is responsible to:

- i. Advise the Board of Commissioners and CEO in all areas of CHA operations (24 CFR 964.105(b));
- ii. Adopt and follow written bylaws that provide for the election of residents to its governing board in accordance with 24 CFR 964.115(b) and 24 CFR 964.130, and encourage and assist the ROs in adopting such procedures;
- iii. Encourage its members to become familiar with and comply with the provisions of this MOU and 24 CFR Part 964;
- iv. Provide the CHA Board of Commissioners an oral monthly report of RAC activities. This report will be provided *in writing* to the CHA Chief Administrative Officer in sufficient time to be included in the monthly commission meeting agenda packet;
- v. Provide the CHA Board of Commissioners, through the Board's Client Relations Committee, an Annual Plan for executing its responsibilities under 24 CFR Part 964 and this MOU prior to March 1 of each CHA fiscal year (April 1 through March 31). The Annual Plan should describe the RAC's goals and performance measures for improving the quality of life, resident satisfaction and participation in self-help initiatives to enable residents to create a positive living environment in public housing;
- vi. Provide the CHA Board of Commissioners, through the Board's Client Relations Committee, a report on the success of the fiscal year's Performance Plan not later than June following the end of the fiscal year;
- vii. Provide the CHA Chief Financial Officer an Annual Spending Plan for the Resident Participation Funds and Capital Fund Allocations (April 1<sup>st</sup> through March 31<sup>st</sup>) for RAC and RO activities not later than January 10<sup>th</sup> of each year;
- viii. Provide an Annual Report to the Board of Commissioners on the CHA executions of its responsibilities under this MOU, through the Board's Client Relations Committee, not later than May 30<sup>th</sup> of each year. The format of this report will be coordinated with the Client Relations Committee;
- ix. Work to organize an RO in each CHA owned public housing development;
- x. Upon request of an RO, assist the RO to conduct an election that is in accordance with 24 CFR 964.125 and 24 CFR 964.130 and the adopted written procedures of the RO;
- xi. Plan, schedule and conduct Quality Circle meetings with the CHA staff to discuss problems, plan activities and review progress (24 CFR 964.105(c));
- xii. Maintain a master calendar of RO meeting schedules
- xiii. Provide training for elected resident officers in order to enhance their ability to fulfill the roles of the elected positions.

- xiv. Ensure the appropriate distribution of resident participation funds from the CHA as expressed in the applicable Memorandum of Understanding Regarding Funding for Resident Participation Activities;
- xv. Develop policies and procedures, in coordination with CHA Resident Safety and Legal Department, for governing the operation of all development tenant patrols; in choosing the Resident Safety staff members to coordinate tenant patrol activities, CHA shall consult with RAC;
- xvi. Oversee the organization, training, and operation of tenant patrols in accordance with CHA policy and the policies and procedures established by the RAC;

b. Each RO is responsible to:

- i. Adopt written procedures (i.e. bylaws, constitution, etc.) that provide for the election of residents to its governing board (24 CFR 964.115(b));
- ii. Hold frequent meetings with the residents to ensure that residents have input, and are aware and actively involved in CHA management-resident organization decisions and activities (24 CFR 964.18(a)(9)).
- iii. Represent issues and concerns of development residents to the RAC and development management staff;
- iv. Support the RAC in its execution of its Annual Plan;
- v. Work with Development Managers to ensure the successful integration of new families into the development;
- vi. Work to foster a mutually supportive relationship by planning, scheduling and conducting Quality Circle meetings with Development Management staff at mutually convenient times, and coordinate agenda items with the management staff at least 5 days prior to the scheduled meeting;
- vii. Coordinate the use of development facilities and common areas in accordance with the CHA facility use policies and procedures; and
- viii. Periodically evaluate site management staff on their support of the RO and the provisions of this MOU.

5. Frequent and Regular Meetings. To ensure open and frequent communications between the CHA, ROs and RAC, the following meetings will be conducted:

- a. Development Level Quality Circles. Once each month, the Development Manager, RO executive officers, and others (Maintenance Supervisor, and Community Police Officer as appropriate) shall meet for the purpose of discussing issues and concerns and planning strategies to improve the quality of life in the community. The Development Manager and RO president will agree to an agenda for the meeting in advance of each meeting. The RO may invite representatives from any other agency or group active in the neighborhood to become part of the committee. The regular time for these meetings and the method of selecting a facilitator will be established and agreed upon by the participants and reported to the RAC, which will keep a master calendar of Quality Circle and RO meetings and will share this information with the RCL.

- b. Authority-wide Quality Circle. The RAC will meet monthly with a member of the CHA Board of Commissioners, the President/CEO, COO, Director of Client Services, and the RCL for the purpose of discussing policies and issues affecting residents and for planning programs and training. The RAC will develop an agenda for the meeting in advance of each meeting.
- c. Special Committees and Task Forces.
  - i. If special task forces or committees are necessary, the CHA will request assistance from the RAC, through its president, prior to implementation. All efforts in this area will meet the approval of RAC.
  - ii. A representative from RAC will participate in the committee for Capital Fund planning.

## 6. Office and Meeting Space

- a. The CHA shall negotiate with each individual RO (with assistance from RAC upon request of the RO) on all uses of that development's community space for meetings, recreation and social services, RO office, and other resident activities, pursuant to HUD guidelines in 24 CFR §964.18(a)(1994).
- b. All requests for the use of community space must be approved as set forth in the CHA Policy on the Use of CHA Community Rooms (Attachment A).

## 7. Recognition of Resident Councils

- a. In order to receive recognition by the CHA, jurisdiction-wide and development resident council officers must be elected in accordance with adopted written procedures and HUD regulatory requirements. The resident council must also:
  - i. Notify the RCL of an election at least 15 days prior to the scheduled election date;
  - ii. Provide the RCL a copy of the adopted written procedures under which the election will be conducted;
  - iii. Provide a statement from an independent third party certifying that the election was conducted in accordance with the adopted written procedures and HUD regulations.
- b. The ROs have come together to create a CHA-wide advisory council known as the Residents' Advisory Council (RAC) for the purpose of representing all residents and individual ROs in matters dealing with Authority-wide policy and procedure, and to assist individual ROs upon request. The CHA recognizes the duly elected officers of the RAC as the primary representatives for residents in those matters affecting all residents living in units managed or owned by the CHA. Such matters include, but are not limited to, admissions and occupancy policies, general management and maintenance, resident training and services, and CHA-wide programs and activities.

Each RO is also encouraged to help plan and implement programs for residents ranging from youth activities to safety and security patrols consistent with CHA policy and HUD regulation.

- c. If the CHA determine that a resident council should not be recognized due to improper election procedures, that determination may be appealed by any candidate in that election. The appeal must be submitted to the RCL. An independent third party will be jointly selected by the affected candidate, RAC President, and the CHA for arbitration, and the decision of the arbitrator shall be final.
- d. Once the certification of election of a resident council is accepted by the CHA, that council shall be the primary representatives for the residents by the CHA regarding issues specifically affecting their respective community.

## 8. Nature of Relationship

- a. While the CHA has sole responsibility for management operations, it shall ensure strong resident participation in all issues and facets of its operations through the duly elected resident organizations at public housing developments and jurisdiction-wide resident organization.
- b. Resident Organizations shall be actively involved in the CHA's decision-making process and give advice on matters such as modernization, security, maintenance, resident screening (through participation in developing the CHA selection criteria in its Admissions and Occupancy Policy), and recreation. The CHA and RAC shall encourage to the maximum extent possible resident membership on the Housing Authority's Board of Commissioners;
- c. RAC shall recommend suitable candidates for the position of resident member(s) of the Board to CHA for submission to the City.
- d. The CHA shall work in partnership with the duly elected resident organizations.
- e. The CHA, upon request from the duly elected resident organization, shall ensure that the duly elected resident organization officers and other residents in the community are fully trained and involved in developing and implementing Federal programs.
- f. The CHA shall involve resident organization officers and other interested residents in the community through education and direct participation in all phases of the budgetary process.

## 9. Funding of Programs

- a. Funding Support of Resident Councils. CHA will make available to the RAC and/or RO's, as appropriate, funds to the extent that HUD and other funding sources

authorize funds to be used by the RAC and RO's and to the extent that such funds are available to CHA. Funds shall be disbursed according to applicable regulations governing the specific program for which the funds are appropriated. An agreement regarding the use and distribution of funds specially allocated for resident participation activities shall be negotiated by CHA and RAC each year, or as otherwise required by HUD, and each such agreement shall be recorded in a separate Memorandum of Understanding.

i. Funds from CHA Operating and Capital Appropriation.

- 1) *Operating Funds:* a) Resident Activity Funds: Pursuant to authorization provided in HUD Circular KM 7475.9 (February 10, 1972), CHA will make available to each RO from CHA's operating budget \$3.00 per year for each online unit of public housing in that RO's community. The RO will be responsible for determining the uses of those funds and for submitting requests to CHA for their disbursement. The full \$3.00 will be available to the five elderly high-rise communities; however the remaining communities will have \$1.00 earmarked for the Charlotte Housing Authority Scholarship Fund which will be requested annually by the CHA scholarship coordinator. This contribution by the residents to the Scholarship Fund shall be publicly recognized. For any resident activity funds not used in a fiscal year, 75% will be distributed to communities with an active RO and 25% will be distributed to RAC. b) Resident Participation Funds: Pursuant to authorization provided in 24 CFR Chapter IX Section 990.108 (e), CHA will make available to the RAC from the CHA's operating budget \$25.00 per year for each HUD funded unit based on the amount funded by HUD through the CHA subsidy calculation process. These funds are to be used in accordance with HUD rules related to the funds and the terms of the Memorandum of Understanding Regarding Funding for Resident Participation Activities executed by CHA and RAC.
- 2) *Capital Funds:* The Charlotte Housing Authority receives an annual formula grant to fund capital and management improvements necessary to sustain development viability. Each October the process of planning the use of expected capital dollars for the coming year is started. Certain resident activities that promote community leadership, self-sufficiency and employment training are eligible for funding subject to the Authority's prioritized capital needs. To access these funds the RAC must:
  - a) Request funding for eligible capital fund expenses by submitting a detailed budget request to the Capital Asset Department before October 1.
  - b) Provide justification of the need for the desired funding, the anticipated benefit resulting from expenditure and a schedule outlining expenditure of requested funds within a twelve (12) month period.
  - c) The budget (including justification and supporting documents)

request will be reviewed, negotiated and agreed to during a joint meeting between the RAC and the Capital Asset Department and will become a part of the Authority's Annual Plan.

- d) Capital fund requests received outside of this process will not be considered.
- 3) *General Budgetary Process*: CHA will advise the president of RAC of its budgetary process and will invite him/her or a designee to participate in that process. That process usually begins around the first of September and is completed by December for the fiscal year beginning the next April 1. Any budgetary requests for the RAC and RO's made through the budgetary process will ultimately be subject to funding availability. An agreement regarding the use and distribution of funds specially allocated for resident participation activities shall be negotiated by CHA and RAC each year, or as otherwise required by HUD, and each such agreement shall be recorded in a separate Memorandum of Understanding.
- 4) *Disbursement Process*: The CHA will advise the president of RAC of the standard disbursement process and requests for disbursement should be made in accordance with those guidelines.
- ii. Funds from HUD Grants or Special Programs Where CHA Would Be the Grantee.
  - 1) CHA will add the RAC president to its distribution list for HUD Notices of Funding Availability ("NOFAs") and will forward copies of all such NOFAs to the RAC president for his/her review.
  - 2) The RAC president shall be responsible to communicate with RO presidents concerning those NOFAs and their subject matter.
  - 3) The RAC president may contact the Resident Council liaison regarding any NOFA in which RAC or a RO has an interest, and RCL will discuss with the RAC president the NOFA requirements and the application requirements.
  - 4) The RCL will advise the RAC president and RO presidents in any discussion or CHA decision-making process with CHA management regarding NOFA applications.
  - 5) CHA shall consider the views and input of the RAC president and RO presidents, and shall make its decision as to whether to apply for a particular grant by weighing all facts available to it. Those facts may include, but are not limited to, the views and input of the RAC president and/or RO president, CHA disqualifications for applying for a particular grant because of its previous receipt of some other grant, whether an application for and receipt of a particular grant would disqualify CHA from applying for some other grant(s) in the future, whether the grant includes funds which can be used by the RAC or the RO's, whether CHA can bear the cost of seeking and administering the grant (if such costs are not included as allowable expenses under the grant), etc.
  - 6) As soon as reasonably possible after receipt of any grant which provides for funds to be used by the RAC or RO's, CHA's Director of Client

Services shall meet with the RAC president or RO president(s), as appropriate, to discuss the requirements of the grant. The Director of Client Services shall provide the RAC president or RO president(s), as appropriate, with a copy of any document containing such requirements upon their request. Any funds from such grants which are not used in that particular fiscal year will be subject to HUD requirements for that particular grant regarding the disposition of funds not used during the fiscal year for which they are provided. CHA's Director of Client Services will discuss those requirements with the RAC president and RO presidents upon their request.

- iii. Funds from HUD Grants or special programs where the RO is the Grantee. CHA will work with the RAC and/or the RO's in the event that those organizations wish to themselves (independently of the processes described in sub-paragraphs "ii") apply for matching grants and/or funding from any source, subject to the provisions of paragraph 9.b.ii, below. CHA will also work with the RAC and RO presidents to locate such funding programs.
- 1) Any funds from grants so obtained which are not used within the time frame prescribed by the grant or funding source will be subject to that grant or funding source's requirements regarding the disposition of funds not used during the time frame for which they are provided.
  - 2) The RAC or RO's shall obtain the prior agreement of CHA with respect thereto, if such efforts require any one or more of the following:
    - a) The written or oral expression of CHA's support for the RAC or RO's application for funds;
    - b) The use of CHA facilities other than community rooms;
    - c) the involvement of CHA staff (other than the RAC liaison, when he/she is performing his/her job responsibilities as RAC liaison during regular CHA business hours);
    - d) Any financial or other obligation or commitment on the part of CHA (such as, for example, expenditures to provide security devices to protect items to be purchased)
    - e) Any modification of CHA facilities, including modifications of community rooms;
    - f) The direct expenditure of CHA funds of any sort and from any source; or
    - g) Any other act involving CHA to a material extent.
  - 3) In all such event(s), CHA will not unreasonably withhold its support and agreement, if authorization and funding are available to enable CHA to perform the obligations placed upon it by those events, and if CHA may do so in a manner not inconsistent with its legal responsibilities or its mission; however, in the event that CHA will be required to contribute funds appropriated for authority-wide projects (or some other project for which RAC or RO concurrence is required), CHA may require that the

RAC and/or the RO's, as the case may be, comply with the provisions of paragraph 9.b.iii, below. In any event, CHA may make disclaimer to the funding source of any responsibility for any and all acts or inactions of the RAC or RO's with respect to the use of funds so requested.

b. Holding Of Disbursement, and Accounting For Residents Funds. All funds made available to the RAC and RO's shall be held, disbursed, and accounted for in a manner that is consistent with the applicable regulations of the funding source, and shall further be subject to the following conditions pertaining to ultimate responsibility for funds (to the extent that those conditions are not inconsistent with applicable regulations governing the use of those funds):

i. Funds for Which CHA is Responsible to HUD or Other Funding Source

In the event that CHA is in any way responsible (whether singly, or jointly with the RAC or RO's or some other group or entity) to account to HUD or to any other funding source for the handling of funds made available to the RAC or RO's, CHA shall:

- 1) hold such funds;
- 2) disburse such funds (or items purchased with those funds) in accordance with its standard disbursement, requisition, and/or procurement procedures;
- 3) require adequate evidence of the handing of any funds so disbursed, such as the submission of invoices, receipts, etc., in accordance with its standard and customary business procedures; and
- 4) subject all the foregoing to its normal accounting and auditing processes. CHA shall provide the RAC and RO's with basic training concerning the foregoing.

ii. Funds for Which the RAC or RO's, But Not CHA, Are Responsible to HUD or Other Funding Source. In the event that the RAC or RO's (but not CHA) are responsible to account to HUD or another funding source for the handling of funds made available to the RAC or RO's, the RAC or RO's may either:

- 1) itself hold, disburse, and document the use of those funds in accordance with such practices and procedures as it deems to be adequate;
- 2) arrange with some other entity to perform those services for it; or
- 3) provide for some other means of administering those funds acceptable to it and the funding source.

In any and all such cases, CHA shall have no responsibility to the RAC or RO's, HUD, any funding source, or any other person or entity to hold, disburse, document, account for, audit the use of funds, or any other such activity, and CHA expressly disclaims any responsibility therefore.

iii. Policy on Requests for Disbursement of Funds Held by CHA. In the event that CHA holds any funds available to residents, the RAC and RO's, as the case may be, shall request disbursement from CHA of the funds available to them consistent with applicable HUD regulations issued for the program

which is the source of those funds. In general, if funds are made available to residents on an authority-wide basis, requests for such funds must be made to CHA by the RAC, pursuant to RAC's budgetary procedures, whereas, in the case of funds available on a site-specific basis, requests for such funds may come from the president of the RO for that particular community.

Signatures of Parties

For the Housing Authority, of the City of Charlotte, NC

\_\_\_\_\_  
Chairman of the Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charles Woodyard, CEO

\_\_\_\_\_  
Date

For the Residents Advisory Council

\_\_\_\_\_  
Mary Stitt, President

\_\_\_\_\_  
Date

(SEAL)

**ATTACHMENT A**  
**POLICES & PROCEDURES**  
**USE OF CHA COMMUNITY ROOMS**

While the Charlotte Housing Authority (CHA) seeks to be supportive of community initiatives aimed at enhancing the lives of all public housing residents, we have determined the necessity for establishing specific policies and procedures regarding use of COMMUNITY ROOMS. In that the CHA owns/manages these facilities and because there are many liabilities associated with them, including insurance and maintenance, we must place the following restrictions on their use:

1. These facilities may be used by CHA departments and CHA sponsored and recognized programs and organization, as stated in the Memorandum of Understanding (MOU), including the official residents' organization in respective neighborhoods, for meetings, programs, and activities which have community business, educational, social or cultural significance. All uses of these facilities must be sponsored by CHA, the Residents Advisory Council, the Residents' Organization, or an individual resident and must be open to the entire community, except for private parties or family gatherings or events.
2. Proposals for community activities which involve the use of CHA properties must be submitted in writing to the Manager and the Residents' Organization president prior to the date of the scheduled activity for their joint approval. A calendar of scheduled activities will be maintained jointly by the manager and the Residents' Organization president and posted in a central location in each community. Proposals shall be approved or denied on a nondiscriminatory basis in accordance with applicable law.
3. Private parties or family gatherings or events may be held in the COMMUNITY ROOM or on the grounds surrounding these facilities. Only heads of household may request use of the community space for such events.
4. Religious events, including prayer meetings, worship services; meditation sessions, singing events, etc. must be open to the entire community.
5. Under no circumstances shall fund raising activity occur, or fees be charged, for participation, other than those approved or conducted by the Residents' Organization or Residents' Advisory Council.
6. No alcoholic beverages, drugs or weapons will be allowed on the premises at any time.
7. It will be the responsibility of the person who reserved the COMMUNITY ROOM to assure that it is thoroughly cleaned and properly organized (including disposal of interior and exterior trash) following use. Any group using the facility will be required to set up and take down chairs and tables needed/used for meeting or activities. An Initial Walk-Through Inspection Check List

Form must be completed by the Manager or RO President and the person reserving the room prior to use of the facility, and a Final Clean-up/Inspection Check List Form must be completed by the Manager or RO President and the person reserving the room after the use of the facility. Failure to comply may result in denial of future use of the facility.

8. Children (including non-head of household teenagers) must be chaperoned and supervised at all times.

9. A report of the number of persons expected to attend any activity must be provided prior to the date of the event.

10. All fund-raising events sponsored by the Residents' Organization must be so designated prior to the event



USE OF CHA FACILITY
REQUEST AND CONTRACT

ORGANIZATION/AGENCY/PERSON MAKING REQUEST

Name
Address
Telephone # Fax #
Contact Person Phone #

FACILITY

Facility to be Used: Site/Community
No. of Anticipated Participants (not to exceed legal capacity)

DATE & TIME TO BE USED

Date: Day of week: Time From To
Alternate Date: Day of week: Time From To

FUNCTION

Describe the purpose for which you requested the facility.

What are the goals of the event?

Will it be a fundraising event? Is the event for the entire community?

FACILITY PREPARATION

Will the facility need to be prepared in any way? For example, will you need extra chairs, tables, etc?
If yes, what preparation will be necessary?

Who will be responsible for the preparation?

CLEAN-UP

The person making the request will be totally responsible for ensuring that the facility is clean and in the proper condition after its use. Failure to leave the facility clean will result in withdrawal of future use privileges and a bill for the cost of any damages to the property. Do you need any special materials for clean up?
If yes, please list

PLEASE NOTE: I understand the terms of this request for the use of the above-listed CHA facility. I have been given a copy of the Final Clean-Up/Inspection Checklist and further understand that I am responsible for the completion of the listed and will be billed for any damages to the property that occurred during the above-listed event and for changing if any key is not returned to the Manager or Residents' Organization President

Requested by: Signature of Person Making Request Date

Request Received by: Signature of Person Receiving Request Date
Print Name & Title

APPROVALS

Approval for the use of the facility must be obtained from the Manager and the Residents' Organization President (if any) to ensure appropriate scheduling and the availability of a key to the facility.

Recommend Approval Recommend Disapproval
Recommend Approval Recommend Disapproval
Manager Signature
RO President Signature

Reason(s) for Disapproval:

Comments:

## Initial Walk-Through Inspection Checklist

**1. Condition of Floors:**

- Clean       Somewhat Clean       Need Sweeping  
 Mopped       Somewhat mopped       Need Mopping

Comments: \_\_\_\_\_

**2. Condition of Walls**

- Clean       Somewhat Clean       Need Cleaning  
 Wall Damage       Yes       No

Comments: \_\_\_\_\_

**3. Conditions of Windows:**

- Window Damage       Yes       No

Comments: \_\_\_\_\_

**4. Condition of Tables and Chairs**

- Good Condition       Somewhat Good Condition  
 Poor Condition

Comments: \_\_\_\_\_

**5. Condition of Bathroom:**

- Clean       Somewhat Clean       Needs Cleaning

Comments: \_\_\_\_\_

**6. Condition of Kitchen**

- Clean       Somewhat Clean       Needs Cleaning

**7. Interior Trash Cans**

- Empty       Somewhat Clean       Needs to be emptied

Comments: \_\_\_\_\_

**8. Outside Grounds**

- Clean       Somewhat Clean  
 Visible Debris or Trash

Comments: \_\_\_\_\_

**9. Conditions of Equipment To Be Used (if applicable)**

- Good       Somewhat Good       Poor condition

Comments: \_\_\_\_\_

Date/Time of Walk-Through Inspection

\_\_\_\_\_  
Date                                  Time                                  Signature

## Final Clean-up Inspection Checklist

**1. Condition of Floors:**

- Floors Swept       Yes       No  
 Floor Mopped       Yes       No

**2. Condition of Walls:**

- Were any items removed or placed on the Walls  
 Yes       No

- Have any items been returned to or removed from Walls  
 Yes       No

- Walls Damaged?       Yes       No

If yes, what damage? \_\_\_\_\_

**3. Conditions of Windows:**

- Were all windows closed and secured?       Yes       No

- Windows Damage?       Yes       No

If so what damage? \_\_\_\_\_

**4. Conditions of Tables and Chairs**

- Have tables and chairs been placed in order?       Yes       No

- Are all tables and chairs accounted for?       Yes       No

- Were any tables or chairs damaged?       Yes       No

If yes, what damaged occurred? \_\_\_\_\_

**5. Condition of Bathroom:**

- Are all bathrooms clean?       Yes       No

- Are all toilets flushed?       Yes       No

- Are all faucets turned off?       Yes       No

**6. Condition of Kitchen**

- Is Kitchen clean?       Yes       No

- Have all food items been removed?       Yes       No

**7. Interior Trash Cans**

- Have all trash can been emptied?       Yes       No

- Has all trash been removed?       Yes       No

- Do all trash cans contain bags?       Yes       No

**8. Outside Grounds**

- Has all trash been picked up on the grounds?       Yes       No

**9. Conditions of Equipment/Facility**

- Are there any damages to facility or equipment?       Yes       No

List damages, if any: \_\_\_\_\_

10. Have all doors been locked?       Yes       No

11. Has key been returned?       Yes       No

Date/Time of Final Inspection:

\_\_\_\_\_  
Date                                  Time                                  Signature of Requestor

Conducted by:

- Manager       Resident Organization President

\_\_\_\_\_  
Date                                  Time                                  Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT B**  
**POLICES & PROCEDURES**  
**USE OF CHA VEHICLES**