

board agenda

Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room 101
3/26/2013
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Roger Peterson	Review/Ratify Claims and Bills	Chairperson Payton
<input type="checkbox"/> Dale Parsons	COCC:	\$ 0.00
<input type="checkbox"/> Paul Stewart	Moon Towers:	\$ 0.00
<input type="checkbox"/> Thomas Dunker	Family:	\$ 0.00
<input type="checkbox"/> Wayne Allen	Bluebell:	\$ 0.00
<input type="checkbox"/> Ben Burgland	HCV:	\$ 0.00
<u>Excused:</u>	Brentwood:	\$ 0.00
	Prairieland:	\$ 0.00
	Capital Fund '10:	\$ 0.00
	Capital Fund '11:	\$ 0.00
<u>Others Present:</u>	Capital Fund '12:	\$ 0.00
	Capital Fund '13:	\$ 0.00
	Ross Service Coordinator'11:	\$ 0.00
	Review/Ratify Financial Reports	Chairperson Payton
Old Business	None	
New Business	Review/Approve Resolution 2013-04 for Flat Rent Schedule	Derek Antoine
	Review/Approve Resolution 2013-05 for adoption of Public Housing Utility Allowance schedule for FYE 2014	Derek Antoine
	Review/Approve Resolution 2013-06 for adoption of Supply/Service list for FYE 2014	Derek Antoine
	Review Bid Tabulation/Approve Selection of Contractor for Roof Replacement at Family Sites	Derek Antoine Rita Hall Mark LeBlang - Alliance Architects

board agenda

Reports	Occupancy Reports	Derek Antoine
Other Business	Update on Appropriations	Derek Antoine
	Letter to HUD - ED Change	Derek Antoine
	Statement of Economic Interest Signatures	Derek Antoine
	Board Bios for website	Derek Antoine
	Smoke Free Public Housing	Derek Antoine Emma Poland - KCHD
Adjournment		

SMOKE FREE HOUSING



A Toolkit for **Owners/Management Agents** of
Federally Assisted Public and Multi-family Housing



U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control

Produced by North American Management with funding from the US Department of Housing and Urban Development, Contract No. C-PHI-01063.



American Academy
of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™



Dear Reader:

The U.S. Department of Housing and Urban Development, the Department of Health and Human Services, the American Academy of Pediatrics, and the American Lung Association are joining together to protect everyone living in federally assisted multifamily housing from the dangers of secondhand smoke. Since 2009, HUD has strongly encouraged Public Housing Agencies to adopt smoke-free buildings to protect the health of residents, and now urges federally assisted multifamily property owners to go smoke-free. To assist you in this process, HUD has developed smoke-free housing toolkits to provide user-friendly information on making all buildings smoke-free. There are materials for landlords, including Public Housing Agencies, and for resident organizations.

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

Smoke-free housing benefits landlords and managers as well. It reduces fires caused by smoking. In 2007, over 140,000 fires were started by cigarettes, cigars and pipes in the U.S. causing \$530 million in property damage, according to the National Fire Protection Association. Twenty-five percent of people killed in smoking-related fires are not the actual smokers, with many being children of the smokers, neighbors or friends. Smoke-free housing also saves on property maintenance costs from cleaning and painting stained walls and ceilings and repairing burn marks left by smoking. Less damage means less expense to get a unit ready for a new resident. It is completely legal to go smoke-free, and all smoke-free policies don't have to look alike.

Smoking is a powerful addiction and people who smoke need help to quit. There are ways for smokers to get help quitting, including by calling 1-800-QUIT-NOW (1-800-784-8669/TTY 1-800-332-8615). Smokers can also talk with their doctors and other healthcare providers, or visit the American Lung Association's website at www.lung.org.

Everyone deserves the right to breathe clean air. Please join us by going smoke-free and making sure that smokers know how to get help quitting. While there will be challenges along the way, everyone will benefit from smoke-free multifamily housing!

Sincerely,

Jon L. Gant
Director, Office of Healthy Homes
and Lead Hazard Control
U.S. Department of Housing and Urban Development

Charles D. Connor
President and CEO
American Lung Association

Robert W. Block, M.D., FAAP
President
American Academy of Pediatrics

Tim A. McAfee, M.D., M.P.H.
Director, Office on Smoking and Health
National Center for Chronic Disease Prevention and
Health Promotion, Centers for Disease Control and
Prevention

ACKNOWLEDGMENTS

It is well-documented that cigarette smoking and related secondhand tobacco smoke together are the number one cause of preventable disease in the United States. Because exposure to any amount of secondhand smoke can be hazardous and smoke migrates between units in multifamily housing, the U.S. Department of Housing and Urban Development (HUD) is encouraging owners and public housing authorities to implement smoke-free housing policies and programs.

HUD's commitment to the health and safety of families in assisted housing, as well as to aiding agencies with meeting the goal of smoke-free housing, is the catalyst for creating toolkits to assist the process. In this toolkit, HUD's Office of Healthy Homes and Lead Hazard Control and its contract partner, North American Management, have assembled fact sheets, brochures, and resources to guide the process of going and living smoke-free.

We wish to thank our partners for this initiative: The U.S. Department of Health and Human Services, The American Academy of Pediatrics and The American Lung Association. Special appreciation also goes to the myriad agencies and organizations listed in the Resource section of this toolkit, especially the U.S. Environmental Protection Agency (EPA), which provided quantities of its publications.

We also would like to acknowledge our advisory panel, which assisted the process of selecting the materials ultimately included in the toolkits. Members include the EPA, Campus Firewatch, the Smoke-Free Environments Law Project, the Home Safety Council, Smokefree Housing New England, Tenant and Workers United, the Portland Housing Authority, the National Center for Healthy Housing, the National Association of Housing Redevelopment Officials, National Alliance of Resident Services in Affordable and Assisted Housing, and the National Organization of African Americans in Housing.

HUD does not guarantee the accuracy and currency of non-Federal websites that are referred to in this toolkit.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 7th Street, S.W., Suite 8236
Washington, D.C. 20410



CONTENTS

Smoke-Free Housing: A Toolkit for Owners/Management Agents

This Smoke-Free Housing Toolkit is provided by the U.S. Department of Housing and Urban Development (HUD) in partnership with the American Academy of Pediatrics, the American Lung Association, and the U.S. Department of Health and Human Services. It is a compilation of educational, “how-to” and resource brochures, pamphlets and other information designed to assist owners/management agents of public and assisted multi-family housing who want safer and healthier homes for residents.

The Toolkit contents include:

A Note for Public Housing Agencies

1. Reasons To Explore Smoke Free-Housing

Detailed brochure outlining reasons to consider smoke-free housing published by the National Center for Healthy Housing, 2009.

2. The Health Consequences of Involuntary Exposure to Tobacco Smoke

Cover page of *The Health Consequences of Involuntary Exposure to Tobacco Smoke, A Report of the Surgeon General, Executive Summary*, 2006, U.S. Department of Health and Human Services, Public Health Service, Rockville, MD.

Also included here is a synopsis of the 2006 U.S. Surgeon General's findings of the harmful effects associated with exposure to secondhand smoke.

3. There Is No Constitutional Right to Smoke

Fact sheet provides guidance for possible legal challenges from smokers; produced by the Public Health Institute Technical Assistance Legal Center, 2004.

4. Frequently Asked Questions

FAQs about benefits of smoke-free housing.

5. Going Smoke Free: Steps for Landlords

A brochure highlights the benefits of smoke-free housing, including tips for owners/management agents of federally assisted properties.

6. A Landlord's Guide to No-Smoking Policies

A publication of the Smoke Free Housing Project, it provides detailed justification for instituting smoke-free policies. Reprinted with permission from the Portland-Vancouver Metro Area Smokefree Housing Project, a partnership between the American Lung Association of Oregon, Multnomah County Health Department and Clark County Public Health.

7. Sample Resident Letter and Secondhand Smoke Survey

8. Possible Changes to an Owner's House Rules or a PHA's Lease Addendum

9. HUD Notices

(a) Notice H-2010-21—HUD Assistant Secretary for Housing—Federal Housing Commissioner

(b) PIH-2012-25 (HA) –HUD Office of Public and Indian Housing and Office of Healthy Homes and Lead Hazard Control

Each HUD notice encourages federally assisted multi-family housing (H-2010-21) and federally assisted Public Housing (PIH-2009-21) to implement smoke-free housing policies.

10. Housing Authorities/Commissions with Smoke-Free Policies

Smoke-Free Environments Law Project, The Center for Social Gerontology, listing updated 1/20/11.

11. Select Resource Organizations and How Each Can Help

NOTE for PUBLIC HOUSING AGENCIES

U.S. Department of Housing and Urban Development (HUD), in Notices PIH-2009-21 and PIH-2012-25 and by issuing this toolkit, encourages Public Housing Agencies (PHAs) to implement smoke-free housing policies and programs.

Towards that end, the Department has created this toolkit, composed of fact sheets, brochures, and other resources that our partners have created to help guide PHAs and Multifamily owners and property managers through the process of implementing smoke-free policies. PHAs should note that because this toolkit is also intended to be useful for participants in HUD's Multifamily Housing program, not all portions of this toolkit are applicable to PHAs.

For example, *A Landlord's Guide to No-Smoking Policies*, created by the Smoke Free Housing Project, states "Just as you might prohibit pets, you can prohibit smoking..." While Multifamily owners and property managers may prohibit pets, PHAs may not.

Accordingly, where there is information that conflicts with HUD's Public Housing regulations and notices, the regulations and notices supersede this toolkit.

Also, there are PHA-specific steps that PHAs should follow when implementing smoke-free policies. While HUD's Office of Multifamily Housing encourages owners to add their smoke-free policy to their house rules, the Office of Public Housing encourages PHAs to engage with their residents when considering a new policy, consult with their resident boards and revise their PHA Plans, lease agreements and/or lease addendums to reflect their new policy.

These steps are detailed in Notice PIH-2012-25, which is included in this toolkit for easy reference. Additionally, if PHAs institute smoke-free policies, they should ensure that there is consistent application among all projects and buildings in their housing inventory in which smoke-free policies are being implemented.

REASONS TO EXPLORE SMOKE-FREE HOUSING

WHY PURSUE SMOKE-FREE HOUSING?

This document is for property owners, landlords, and property managers who are interested in exploring a smoke-free policy for their multi-unit buildings. Read on, if you are interested in a policy that can help you save money, reduce tenant complaints, improve the health of your tenants and building, and increase your market share.

Smoke-free apartment policies are quickly becoming the standard for multi-unit housing in the U.S. A smoke-free policy is simple and straightforward. There is no Federal or State law that prohibits a property owner from implementing a smoke-free policy for their buildings or grounds, and instituting a policy does not preclude someone who smokes from living in the building. It simply requires that all tenants abide by the policy while on the property. Going smoke-free in your multi-unit buildings is one of the best moves you can make for your tenants and your bottom line. The Smoke-Free Environments Law Project conducted an analysis of federal and state laws, HUD rules, and legal cases and found “unequivocally that a ban on smoking for new tenants who move into public or section 8 housing is permissible in all 50 states.”¹

Reduces Operating Costs

- Apartment turnover costs can be two to seven times greater when smoking is allowed, compared to the cost of maintaining and turning over a smoke-free unit.
- Some insurance companies offer discounts on property casualty insurance for multi-unit owners with a

100% smoke-free policy. Ask your carrier today!

- Smoking is a leading cause of residential fire and the number one cause of fire deaths in the U.S..

Tenants Prefer Smoke-Free Housing

- Several statewide surveys demonstrate that as many as 78% of tenants, including smokers, would choose to live in a smoke-free complex.^{2,3,4}
- Secondhand smoke complaints and requests for unit transfers drop following the implementation of a smoke-free policy. Nationwide, less than 21% of the general population smokes⁵, so it makes sense that a vast majority of tenants want to live in a smoke-free environment.

Tenant Health Improves with Smoke-Free Housing

- There is **no** risk-free level of exposure to secondhand smoke⁶ and the EPA has identified secondhand smoke as a Class A carcinogen, the most toxic class of chemicals that are known to cause cancer in humans.⁷
- Secondhand smoke is a leading trigger of asthma attacks and other respiratory problems, and a known cause of Sudden Infant Death Syndrome (SIDS).⁸
- Secondhand smoke is classified as a “toxic air contaminant,” putting it in the same class of other contaminants

Some insurance companies offer discounts on property casualty insurance for multi-unit owners with a 100% smoke-free policy.



National Center for
Healthy Housing

REASONS TO EXPLORE SMOKE-FREE HOUSING

EARLY FALL 2009

CONTENTS

- > WHY PURSUE SMOKE-FREE HOUSING?
- > EXISTING LAWS ALLOW FOR SMOKE-FREE HOUSING
- > KEY DECISIONS AND STEPS
- > RESOURCES



The Monetary Impact

Cost to Rehabilitate a Unit Where Smoking is Prohibited vs. a Unit Where Smoking is Allowed

	Non-Smoking	Light Smoking	Heavy Smoking
General Cleaning	\$240	\$500	\$720
Paint	\$170	\$225	\$480
Flooring	\$50	\$950	\$1,425
Appliances	\$60	\$75	\$490
Bathroom	\$40	\$60	\$400
TOTAL	\$560	\$1,810	\$3,515

Data reflects surveys from housing authorities and subsidized housing facilities in New England. Collected and reported by Smoke-Free Housing New England, 2009.



including asbestos, lead, vehicle exhaust and a host of other chemicals strictly regulated in the U.S.⁹

- Ventilation systems do not protect families from secondhand smoke. Most air filter systems are designed to remove odors, not the toxic particles from tobacco smoke. According to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), "At present, the only means of effectively eliminating health risk associated with indoor exposure is to ban smoking."¹⁰
- Research demonstrates that up to 65% of air can be exchanged between units and that smoke travels through tiny cracks, crevices and chasing, involuntarily exposing individuals in adjacent units.¹¹

Other Policy Benefits

Self enforcing.

Smoke-free policies are largely self-enforcing. Because tenants expect and tend to prefer a smoke-free environment, they will abide by the policy. Guardian Management, a group managing over 12,000 smoke-free units nationwide, recently released survey results showing that more than three-quarters of their residents are "happy" with the smoke-free policy.¹²

Gain green building credits.

Numerous "Green Building" programs, such as the U.S. Green Building Council's LEED program and the Enterprise Community Partner's Green Communities initiative, provide credit in their programs for smoke-free properties.

Access to state affordable housing tax incentives.

Several states (Maine, California and New Hampshire) currently offer tax credit

incentives to developers of low-income housing for new housing projects that include a smoke-free policy.

HUD strongly encourages public housing authorities to pursue smoke free housing.

On July 31, 2009 HUD issued a notice that unequivocally stated the Department's support for non smoking policies at public housing authorities (PIH-2009-21 (HA)).

EXISTING LAWS ALLOW FOR SMOKE-FREE HOUSING

- There are no federal, state, or local laws that prohibit a landlord, housing authority or condominium association from adopting a 100% smoke-free policy. You can make your entire property smoke-free, including all apartment units and outdoor spaces.¹³
- Smoking is not a legal right. Smoke-free policies do not infringe on the legal rights of individuals.¹⁴
- Smokers are not a protected class under any state or federal law.¹⁵ Smoke-

free policies are like any other lease provision, such as trash disposal or pet restrictions, and should be implemented and enforced as any other lease policy.

- Both public and private facilities have the right to adopt smoke-free policies. If you are a public housing authority, or owner of a subsidized facility, ensure your tenants receive adequate notice (30 days or more) of lease change and that HUD and/or your local housing authority approve of any changes to the model lease.^{16,17}

Smoking is not a legal right. Smoke-free policies do not infringe on the legal rights of individuals.

KEY DECISIONS AND STEPS

For New Buildings

Start Fresh.

The easiest way to implement a smoke-free policy is to make buildings 100% smoke-free as you develop them. Include explicit language in your lease that notifies incoming tenants of the policy. You can view sample lease language by visiting www.smokefreehousingne.org.

Modify leases.

When adopting a smoke-free policy, include a lease provision or addendum that outlines the restrictions and penalties under your policy. When new or renewing tenants sign the lease, have them initial that they have read and understand the policy.

Advertise as smoke-free.

Include “smoke-free” in all advertisements for your vacant units. Smoke-free policies are amenities, no different than the inclusion of heat or hot water. Approximately 75% of tenants want to live in a smoke-free environment, and including a notice that your building is smoke-free can attract more attention to your listing.

Inform potential tenants.

Include information regarding your smoke-free policy on all housing applications to ensure incoming tenants are aware of the rules before they move in to your building. Also, include adequate signage and communication to remind existing tenants, incoming guests and maintenance workers of the policy.

For Existing Structures with Tenants

Build tenant support.

When you're not sure how tenants feel about a smoke-free policy, and you want their input, a brief survey might be in order. Asking questions such as “has secondhand smoke from another

unit ever bothered you” or “if available, would you prefer to live in a smoke-free environment”, can help you determine what type of policy to implement. For sample survey language, visit www.smokefreehousingne.org.

Communicate widely.

The success of your smoke-free policy will be relative to how well you communicate the policy with your tenants. This does not have to be complicated, or overly time consuming, but things like including articles in your tenant newsletter, holding tenant meetings so opinions can be voiced, sending a letter to tenants, providing adequate signage and supplying information on the harmful effects of secondhand smoke will all help with policy enforcement down the road.

Offer support.

Many existing developments offer some type of cessation services (quit smoking support) to their tenants. Look to your State or municipal health department, Lung Association, Cancer Society or local hospital for free cessation support. Though you are not asking people to quit smoking with a smoke-free policy, this type of policy provides incentive and support to those who were considering quitting. Providing tenants with local cessation information is a way to show that you care about their well-being.

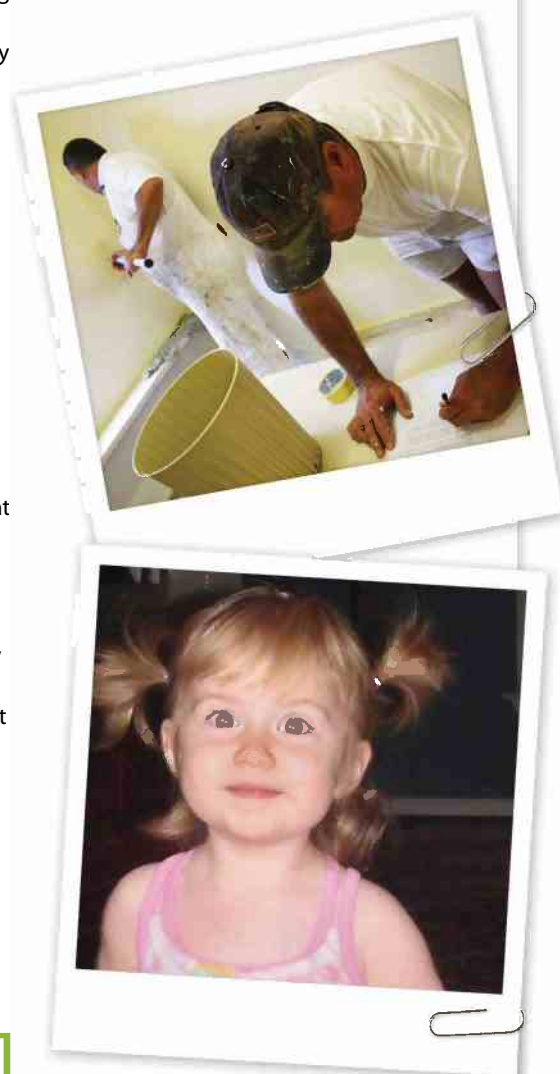
Give plenty of notice.

Notifying residents about your policy well in advance of making it effective isn't only a good idea—it's the law. Neglecting to tell both your new and old residents about your smoking policy is a breach of the duty to provide notice. You may only be required to give 30 days notice per your lease agreement when implementing a smoke-free policy, but it is recommended that you provide at least 90 days advance warning. This extra time will give those who smoke a chance to adjust their lifestyle to the new policy. Your posted

notifications should include the wording that will be in your leases or covenants. Providing poorly worded or incomplete lease provisions in these notices is also considered a breach of duty.

Consider your options.

There are many options to consider with a new policy. Will you prohibit smoking on the entire property grounds, 25 feet from doorways/entrances/windows or only in the building? If you allow smoking on the grounds, where will those tenants go to smoke? Will you provide a space?



Approximately 75% of tenants want to live in a smoke-free environment.

What about patios and balconies? All these questions and more need to be thought through with staff, administrators and possibly tenants as well.

Leases

Follow the rules.

With existing buildings, be sure to follow the rules of your lease before adopting new

policies. After a lease has been signed by both parties, it cannot be modified without the consent of both of the parties. Therefore, residents who have fixed term leases will be exempt from the smoke-free policies.

Start with new and renewing tenants.

When new tenants sign a lease include a clear smoke-free provision in your contract.

All Buildings

Implications for workers and guests.

Remember, smoke-free policies not only impact residents, but their guests and your employees. When you adopt a smoke-free policy, make it clear that all guests, maintenance workers and staff are prohibited from smoking as well. ■

RESOURCES

For more detailed information about how to implement a smoke-free policy in your new or existing development, including for example sample surveys, notification letters, and lease addenda, visit any of the following websites.

- Capital District Tobacco Free Coalition
www.smokefreecapital.org
- Smoke-Free Housing New England
www.smokefreehousingne.org
- Michigan Smoke-Free Apartments
www.mismokefreeapartments.org
- Smoke-Free Housing Coalition of Maine
www.smokefreeforme.org
- Minnesota Smoke-Free Housing
www.mnsmokefreehousing.org
- Tobacco Technical Assistance Consortium
www.ttac.org

REFERENCES

- ¹ http://www.tcsq.org/sfelp/public_housing24E577.pdf.
- ² Smoke-Free Housing Coalition of Maine. 2004–2006 Surveys. (Portland, ME: 2007).
- ³ Washington State Department of Health, Tobacco Prevention and Control Program. 2003 Tenant Surveys. (Olympia, WA: 2003).
- ⁴ Oregon Smoke Free Housing Project, 2006 Market Surveys. American Lung Association of Oregon. (Tigard, OR: 2006).
- ⁵ United States, Center for Disease Control and Prevention. *Prevalence of Current Smoking among Adults Aged 18 Years and Over: United States, 1997–June 2008*. (Atlanta: Department of Health and Human Services, 2008).
- ⁶ United States, Office of the Surgeon General. *The Health Consequences of Involuntary Exposure to Tobacco Smoke*. (Atlanta, GA: Department of Health and Human Services, 2006).
- ⁷ United States, Office of Health and Environmental Assessment, Health Effects of Exposure to Secondhand Smoke. (Washington, DC: Environmental Protection Agency, 1992).
- ⁸ United States, Office of the Surgeon General. *The Health Consequences of Involuntary Exposure to Tobacco Smoke*. (Atlanta, GA: Department of Health and Human Services, 2006).
- ⁹ California Environmental Protection Agency. *Environmental Tobacco Smoke: A Toxic Air Contaminant*. (Sacramento, CA: California Air Resource Board, 2006).
- ¹⁰ American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). *Environmental Tobacco Smoke Position Document*. (Atlanta: June 30, 2005).
- ¹¹ Center for Energy and Environment. *Reduction of Environmental Tobacco Smoke Transfer in Minnesota Multifamily Buildings Using Air Sealing and Ventilation Treatments*. (Minneapolis, MN: 2004).
- ¹² Oregon Public Health, Guardian Management. "Guardian Management, LLC Tenant Survey Reveals Majority of Residents Please with No Smoking Policy." (Portland, OR: November 18, 2008).
- ¹³ Schoenmarklin, Susan. *Analysis of the authority of Housing Authorities and Section 8 multiunit housing owners to adopt smoke-free policies in their residential units*. (Ann Arbor, MI: Smoke-Free Environments Law Project, May, 2005).
- ¹⁴ Technical Assistance Legal Center. *There is no constitutional right to smoke*. Public Health Institute (Oakland, CA: 2005).
- ¹⁵ Ibid.
- ¹⁶ Public Housing Occupancy Guidebook, HUD, Part 5, Chapter 17.5.
- ¹⁷ Public Housing Occupancy Guidebook, HUD, Part 5, Chapter 17.3.

Remember, smoke-free policies are about the smoke, not the smoker. Smoke-free policies do not preclude someone who smokes from living in the building; rather, they simply require that all tenants abide by the policy while on the property.

The Health Consequences of Involuntary Exposure to Tobacco Smoke

A Report of the Surgeon General

2006

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Office of the Surgeon General
Rockville, MD

National Library of Medicine Cataloging in Publication

The health consequences of involuntary exposure to tobacco smoke : a report of the Surgeon General. – [Atlanta, Ga.] : U.S. Dept. of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, [2006]

Includes bibliographical references.

1. Tobacco Smoke Pollution -- adverse effects. I. United States. Public Health Service. Office of the Surgeon General. II. United States. Office on Smoking and Health.

O2NLM: WA 754 H4325 2006



Centers for Disease Control and Prevention
Coordinating Center for Health Promotion
National Center for Chronic Disease Prevention and Health Promotion
Office on Smoking and Health

This publication is available on the World Wide Web at
<http://www.surgeongeneral.gov/library>

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Use of trade names is for identification only and does not constitute endorsement by the U.S. Department of Health and Human Services.

The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General, U.S. Department of Health and Human Services

6 Major Conclusions of the Surgeon General Report

Smoking is the single greatest avoidable cause of disease and death. In this report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*, the Surgeon General has concluded that:

1. Many millions of Americans, both children and adults, are still exposed to secondhand smoke in their homes and workplaces despite substantial progress in tobacco control.

Supporting Evidence

- Levels of a chemical called cotinine, a biomarker of secondhand smoke exposure, fell by 70 percent from 1988-91 to 2001-02. In national surveys, however, 43 percent of U.S. nonsmokers still have detectable levels of cotinine.
 - Almost 60 percent of U.S. children aged 3-11 years—or almost 22 million children—are exposed to secondhand smoke.
 - Approximately 30 percent of indoor workers in the United States are not covered by smoke-free workplace policies.
2. Secondhand smoke exposure causes disease and premature death in children and adults who do not smoke.

Supporting Evidence

- Secondhand smoke contains hundreds of chemicals known to be toxic or carcinogenic (cancer-causing), including formaldehyde, benzene, vinyl chloride, arsenic, ammonia, and hydrogen cyanide.
 - Secondhand smoke has been designated as a *known human carcinogen* (cancer-causing agent) by the U.S. Environmental Protection Agency, National Toxicology Program and the International Agency for Research on Cancer (IARC). The National Institute for Occupational Safety and Health has concluded that secondhand smoke is an occupational carcinogen.
3. Children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory infections, ear problems, and more severe asthma. Smoking by parents causes respiratory symptoms and slows lung growth in their children.

Supporting Evidence

- Children who are exposed to secondhand smoke are inhaling many of the same

cancer-causing substances and poisons as smokers. Because their bodies are developing, infants and young children are especially vulnerable to the poisons in secondhand smoke.

- Both babies whose mothers smoke while pregnant and babies who are exposed to secondhand smoke after birth are more likely to die from sudden infant death syndrome (SIDS) than babies who are not exposed to cigarette smoke.
 - Babies whose mothers smoke while pregnant or who are exposed to secondhand smoke after birth have weaker lungs than unexposed babies, which increases the risk for many health problems.
 - Among infants and children, secondhand smoke cause bronchitis and pneumonia, and increases the risk of ear infections.
 - Secondhand smoke exposure can cause children who already have asthma to experience more frequent and severe attacks.
4. Exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer.

Supporting Evidence

- Concentrations of many cancer-causing and toxic chemicals are higher in secondhand smoke than in the smoke inhaled by smokers.
 - Breathing secondhand smoke for even a short time can have immediate adverse effects on the cardiovascular system and interferes with the normal functioning of the heart, blood, and vascular systems in ways that increase the risk of a heart attack.
 - Nonsmokers who are exposed to secondhand smoke at home or at work increase their risk of developing heart disease by 25 - 30 percent.
 - Nonsmokers who are exposed to secondhand smoke at home or at work increase their risk of developing lung cancer by 20 - 30 percent.
5. The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.

Supporting Evidence

Short exposures to secondhand smoke can cause blood platelets to become stickier, damage the lining of blood vessels, decrease coronary flow velocity reserves, and reduce heart rate variability, potentially increasing the risk of a heart attack.

- Secondhand smoke contains many chemicals that can quickly irritate and damage the lining of the airways. Even brief exposure can result in upper airway changes in healthy persons and can lead to more frequent and more asthma attacks in children who already have asthma.
6. Eliminating smoking in indoor spaces fully protects nonsmokers from exposure to secondhand smoke. Separating smokers from nonsmokers, cleaning the air, and

ventilating buildings cannot eliminate exposures of nonsmokers to secondhand smoke.

Supporting Evidence

- Conventional air cleaning systems can remove large particles, but not the smaller particles or the gases found in secondhand smoke.
- Routine operation of a heating, ventilating, and air conditioning system can distribute secondhand smoke throughout a building.
- The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), the preeminent U.S. body on ventilation issues, has concluded that ventilation technology cannot be relied on to control health risks from secondhand smoke exposure.

The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General was prepared by the Office on Smoking and Health, National Center for Chronic Disease Prevention and Health Promotion, Centers for Disease Control and Prevention (CDC). The Report was written by 22 national experts who were selected as primary authors. The Report chapters were reviewed by 40 peer reviewers, and the entire Report was reviewed by 30 independent scientists and by lead scientists within the Centers for Disease Control and Prevention and the Department of Health and Human Services. Throughout the review process, the Report was revised to address reviewers' comments.

Citation

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Revised: January 4, 2007

There Is No Constitutional Right to Smoke¹

February 2004

I. INTRODUCTION

Laws that limit how and where people may smoke should survive a legal challenge claiming that smoking is protected by the state or federal constitution. Smoking is not mentioned anywhere in either constitution. Nevertheless, some people may claim that there is a fundamental “right to smoke.”² These claims are usually made in one of two ways: (1) that the fundamental right to privacy in the state or federal constitution includes the right to smoke, or (2) that clauses in the state and federal constitutions granting “equal protection” provide special protection for smokers. Neither of these claims has any legal basis. Therefore, a state or local law limiting smoking usually will be judged only on whether the law is rational, or even plausibly justified, rather than the higher legal standard applied to laws that limit special constitutionally protected rights.

II. THERE IS NO FUNDAMENTAL RIGHT TO SMOKE

The argument that someone has a fundamental right to smoke fails because only certain rights are protected by the constitution as fundamental, and smoking is not one of them. The U.S. Supreme Court has held that “only personal rights that can be deemed ‘fundamental’ or ‘implicit in the concept of ordered liberty’ are included in the guarantee of personal liberty.”³ These rights are related to an individual’s bodily privacy and autonomy within the home.

Proponents of smokers’ rights often claim that smoking falls within the fundamental right to privacy, by arguing that the act of smoking is an individual and private act that government cannot invade. Courts consistently reject this argument. The privacy interest protected by the U.S. Constitution includes only marriage, contraception, family relationships, and the rearing and educating of children.⁴ Very few private acts by individuals qualify as fundamental privacy interests, and smoking is not one of them.⁵

¹ This material was made possible by funds received from the California Department of Health Services, under contract # 99-85069. This fact sheet was created to provide general information only and is not offered or intended as legal advice.

² Common usage of the term “rights” conflates two distinct legal meanings: those rights that are specially provided for or protected by law (e.g., free speech); and those rights that exist simply because no law has been passed restricting them (e.g., the right to use a cell phone while driving). The latter type of right is always subject to potential regulation. Therefore, this memo addresses only those rights provided for or protected by law. This memo also does not address whether an employer may refuse to employ someone who smokes. While prohibiting smoking at work is permissible, Cal. Labor Code §96(k) protects employees from discrimination based on off-work conduct, though one court held that this statute does not create new rights for employees but allows the state to assert an employee’s independently recognized rights. *Barbee v. Household Auto. Finance Corp.*, 113 Cal. App. 4th 525 (2003).

³ *Roe v. Wade*, 410 U.S. 113, 152 (1973).

⁴ See, for example, *Griswold v. Connecticut*, 381 U.S. 479, 484 (1964) (recognizing the right of married couples to use contraceptives); *Meyers v. Nebraska*, 262 U.S. 390 (1923) (recognizing the right of parents to educate children

Example: A firefighter trainee challenged a city fire department requirement that trainees must refrain from cigarette smoking at all times, by arguing that “although there is no specific constitutional right to smoke, [there is an] implicit . . . right of liberty or privacy in the conduct of [] private life, a right to be let alone, which includes the right to smoke.”⁶ The court, however, disagreed and distinguished smoking from the recognized fundamental privacy rights.⁷ The court went on to find that the city regulation met the fairly low standard for regulating non-fundamental rights because there was a perfectly rational reason for the regulation, namely the need for a healthy firefighting force.

III. SMOKERS ARE NOT A PROTECTED GROUP OF PERSONS

The second common constitutional claim made by proponents of smokers’ rights is that laws regulating smoking discriminate against smokers as a particular group and thus violate the equal protection clause of the U.S. or the California constitutions. No court has been persuaded by these claims.

The equal protection clauses of the United States and California constitutions, similar in scope and effect,⁸ guarantee that the government will not treat similar groups of people differently without a good reason.⁹ Certain groups of people – such as groups based on race, national origin and gender – receive greater protection against discriminatory government acts under the U.S. and California constitutions than do other groups of people.¹⁰ Smokers have never been identified as one of these protected groups.¹¹ Generally, the Supreme Court requires a protected group to have “an immutable characteristic determined solely by the accident of birth.”¹² Smoking is not an “immutable characteristic” because people are not born as smokers and smoking is a behavior that people can stop. Because smokers are not a protected group, laws limiting smoking must only be rationally related to a legitimate government purpose.¹³

as they see fit); and *Moore v. East Cleveland*, 431 U.S. 494 (1977) (protecting the sanctity of family relationships).

⁵ *City of North Miami v. Kurtz*, 653 So.2d 1025, 1028 (Fla. 1995) (city requirement that job applicants affirm that they had not used tobacco in preceding year upheld because “the ‘right to smoke’ is not included within the penumbra of fundamental rights protected under [the federal constitution’s privacy provisions]”).

⁶ *Grusendorf v. City of Oklahoma City*, 816 F.2d 539, 541 (10th Cir. 1987).

⁷ *Id.* The court relied heavily on the U.S. Supreme Court decision *Kelley v. Johnson*, 425 U.S. 238 (1976). In *Kelley*, the Court held that a regulation governing hair grooming for male police officers did not violate rights guaranteed under the Due Process Clause even assuming there was a liberty interest in personal appearance.

⁸ U.S. Const. amend. XIV, Cal. Const. art.1 §7. See *Serrano v. Priest*, 5 Cal. 3d 584, 597 n.11 (1971) (plaintiff’s equal protection claims under Article 1 §11 and §21 of state constitution are “substantially equivalent” to claims under equal protection clause of Fourteenth Amendment of U.S. Constitution, and so the legal analysis of federal claim applies to state claim).

⁹ Equal protection provisions generally permit legislation that singles out a class for distinctive treatment “if such classification bears a rational relation to the purposes of the legislation.” *Brown v. Merlo*, 8 Cal. 3d 855, 861 (1973).

¹⁰ See, for example, *Brown v. Board of Education*, 347 U.S. 483 (1954) (race); *Sugarman v. Dougall*, 413 U.S. 634 (1973) (exclusion of aliens from a state’s competitive civil service violated equal protection clause); *Craig v. Boran*, 429 U.S. 190 (1976) (classifications by gender must serve important governmental objectives and must be substantially related to the achievement).

¹¹ Even some potentially damaging classifications, such as those based upon age, mental disability and wealth, do not receive any special protections. See, for example, *City of Cleburne v. Cleburne Living Center, Inc.*, 473 U.S. 432 (1985) (mentally disabled adults are not protected under Equal Protection Clause); *San Antonio Independent School Dist. v. Rodriguez*, 411 U.S. 1 (1973) (education and income classifications are not protected).

¹² *Frontiero v. Richardson*, 411 U.S. 677, 686 (1973).

¹³ *Fagan v. Axelrod*, 550 N.Y.S. 2d 552, 560 (1990) (rejecting the argument that a state statute regulating tobacco smoking in public areas discriminated against members of a subordinate class of smokers on the basis of nicotine

The equal protection clause not only protects certain groups of people, the clause also prohibits discrimination against certain fundamental “interests” that inherently require equal treatment. The fundamental interests protected by the equal protection clause include the right to vote, the right to be a political candidate, the right to have access to the courts for certain kinds of proceedings, and the right to migrate interstate.¹⁴ Smoking is not one of these recognized rights.

Example: In upholding a high school campus ban on smoking, a North Carolina court stated that “[t]he right to smoke in public places is not a protected right, even for adults.”¹⁵ The court upheld a school regulation that permitted smoking by teachers in the teachers’ lounge but prohibited students from smoking. The smoking students claimed they were a discrete group suffering from discrimination (since teachers, another group, could smoke under the ban but students could not). The court found that the rule did not violate equal protection principles because of rational, reasonable differences in prohibiting smoking by minors and not by adults.

If a government classification affects an individual right that is not constitutionally protected, the classification will be upheld if there is any reasonably conceivable set of facts that could provide a rational basis for it.¹⁶ So long as secondhand smoke regulations are enacted to further the government goal of protecting the public’s health from the dangers of tobacco smoke, the regulation should withstand judicial scrutiny if challenged.¹⁷

IV. CONCLUSION

There is no constitutional right to smoke. Claims to the contrary have no legal basis. The U.S. and California constitutions guarantee certain fundamental rights and protect certain classes of persons from all but the most compelling government regulation. However, no court has ever recognized smoking as a protected fundamental right nor has any court ever found smokers to be a protected class. To the contrary, every court that has considered the issue has declared that no fundamental “right to smoke” exists. So long as a smoking regulation is rationally related to a legitimate government objective such as protecting public health or the environment, the regulation will be upheld as constitutional.

addiction by holding that “the equal protection clause does not prevent state legislatures from drawing lines that treat one class of individuals or entities differently from others, unless the difference in treatment is ‘palpably arbitrary’”). Note, too, that nonsmokers also are not recognized as a protected class, so equal protection claims brought by nonsmokers exposed to smoke in a place where smoking is permitted by law are unlikely to succeed.

¹⁴ See, for example, *Baker v. Carr*, 369 U.S. 186 (1962) (improper congressional redistricting violates voters’ rights under equal protection); *Turner v. Fouche*, 396 U.S. 346 (1970) (all persons have a constitutional right to be considered for public service); *Shapiro v. Thompson*, 394 U.S. 618 (1969) (residency requirement for receipt of state benefits violates equal protection).

¹⁵ *Craig v. Buncombe County Bd. of Educ.*, 80 N.C.App. 683, 685 (1986).

¹⁶ *People v. Leung*, 5 Cal. App. 4th 482, 494 (1992).

¹⁷ *Dutchess/Putnam Restaurant & Tavern Ass’n, Inc. v. Putnam County Dep’t of Health*, 178 F. Supp. 2d 396, 405 (N.Y. 2001) (holding that County code regulating smoking in public places does not violate equal protection rights); *City of Tuscon v. Grezaffi*, 23 P.3d 675 (2001) (upholding ordinance prohibiting smoking in bars but not in bowling alleys because it is rationally related to legitimate government interest); *Operation Badlaw v. Licking County Gen. Health Dist. Bd. of Health*, 866 F.Supp. 1059, 1064-5 (Ohio 1992) (upholding ordinance prohibiting smoking except in bars and pool halls); *Rossie v. State*, 395 N.W.2d 801, 807 (Wis. 1986) (rejecting equal protection challenge to statute that banned smoking in government buildings but allowed it in certain restaurants).



Frequently Asked Questions

- 1. *What is considered a smoke-free dwelling or apartment?*** A smoke-free apartment is one where smoking is not permitted in the unit and adjacent units sharing the same common air handling or HVAC system. This assures that cigarette smoke will not drift from one unit to another.
- 2. *Is it illegal for a landlord or owner to designate units smoke-free?*** It is legal for a landlord or apartment building owner or manager to designate rental units as smoke-free. Because increasingly renters prefer smoke-free properties, it is also an economic advantage for landlords and owners to market at least some properties as smoke-free. In some cases, residents are willing to pay a premium to rent smoke-free apartments.
- 3. *What is the US Department of Housing and Urban Development's (HUD) position regarding smoke-free dwellings?*** In July 2009, HUD issued PIH-2009-21, and in May 2012, issued PIH-2012-25, which strongly encourage PHAs to adopt smoke-free housing policies. On September 15, 2010, the Assistant Secretary for Housing issued Notice H 2010-21 to encourage owners and management agents in HUD's Multifamily Housing rental assistance programs to also implement smoke-free housing policies.
- 4. *Don't individuals have a "right" to smoke in their homes if they choose?*** There is no legal right to smoke. Smokers are not a protected class under the Civil Rights Act of 1964 or other federal law.
- 5. *Why aren't all assisted housing, multi-family and rental apartments smoke-free?*** Currently, there is no federal law requiring assisted housing to be smoke-free. The Smoke-Free Environments Law Project notes that as of January, 2011, there are at least 230 federally assisted properties in 27 states that have adopted smoke-free policies.
- 6. *What is the landlord and/or owner's role in protecting residents from second-hand smoke?*** Reasonable accommodation for a resident with a disability made worse by exposure to secondhand tobacco smoke may be required under the Fair Housing Act.



Frequently Asked Questions

7. ***Won't a landlord's or owner's insurance protect him/her from liability for residents' injuries resulting from second-hand smoke?*** If a resident is injured or made seriously ill by involuntary exposure to smoke and chooses to take legal action, insurance might not cover that liability, especially if there is a pollution exclusion in the owner's commercial general liability policy.
8. ***Why is there such concern about secondhand smoke in workplaces, public places and living spaces?***
- According to the Centers for Disease Control and Prevention (CDC), approximately 50,000 deaths occur annually in the United States as a result of secondhand smoke-related illnesses, including from heart disease, asthma, lung cancer and other respiratory ailments.
 - It is a Group A carcinogen – a substance known to cause cancer in humans for which there is no safe level of exposure.
 - Increased risk of Sudden Infant Death Syndrome and middle ear infections in children have also been linked to second-hand smoke.
 - According to the American Association of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), the only means of effectively eliminating health risks associated with indoor exposure to tobacco smoke is to ban smoking activity.

For more information, see HUD Notices and Resources included in this Toolkit.

Common Myths

Myth 1: If I implement a smoke-free policy, I will lose money.

Not only have there been documented maintenance savings resulting from reduced wear and tear on units, there are considerable savings on cleaning and re-painting costs.

Myth 2: A smoke-free policy will alienate residents.

Surveys conducted across the country document a preference by a majority of renters to live in smoke-free housing.

Myth 3: Enforcing a smoke-free policy will be too difficult.

Enforcing a smoking policy is a lot less of a headache than mediating disputes between smokers and non-smokers without a policy in place. Landlords must be prepared to follow through with all legal consequences.

What's in It for Me?

Safety and Health:

- More people die in fires started by smoking materials than in any other type of fire.
- Second-hand smoke is extremely hazardous, especially to children and the elderly.

Legal:

- There is no legal right to smoke in federally subsidized housing .
- Fair housing laws may be applicable when second-hand smoke infiltrates non-smoking housing units. For more information, see: <http://www.hud.gov/offices/fheo/library/huddojstatement.pdf>

Savings (\$):

- Fewer instances of burned counter tops, floors and carpets.
- Reduced labor and materials needed to turn over a unit after smoking occupants move out.
- Reduced risk of property destruction by fire, smoke and water damage.

For more information and resources, see the Resources listing in this Toolkit.

Going Smoke-Free:

Steps for Owners/Management Agents Making the Transition to Smoke-Free Housing



Survey Residents

Conduct a survey, which will serve two purposes:

- gathering information
- alerting residents of possible changes

Set a Timeframe for Change

Well ahead of your target date, notify residents that you want to make the building(s) smoke-free by a certain date. Let them know that there will be meetings to discuss the benefits of smoke-free housing.

Inform Residents of Benefits

Let residents know the merits of smoke-free housing. Reasons typically include a combination of health, safety and business concerns, such as:

- Protecting residents from secondhand smoke
- Reducing the danger of fires
- Reducing maintenance and cleaning costs



Include New Policies in Lease or House Rules

Include language in your House Rules to make residents aware of any new policies or changes to existing leases.

If you allow smoking on a specific part of the property, specify in the lease or House Rules where smoking is allowed and advise leaseholders that they must inform their guests of non-smoking policies.

Sample smoke-free House Rules/Lease Addendum is included in this Smoke-Free Housing Toolkit.

Promote Smoke-Free Policies

In addition to working with residents to implement smoke-free policies and changes to leases, keep all residents informed with regular updates using announcements and postings in common areas; letters that are addressed and mailed to each lease holder; flyers and notices on bulletin boards, in newsletters and posted in all common areas.

Signs and notices should also be posted in appropriate exterior locations and on the grounds to advise residents where smoking is permitted.

Accommodate Smokers

Although you are under no obligation to provide outdoor smoking areas, if your policy allows outdoor smoking, it is advisable to assign smoking areas for residents and visitors, especially if your policy is new.

Because many smokers would like to quit but are addicted to nicotine, provide them with cessation resources to assist them.

Organizations to assist smokers are included in this toolkit.

Enforce the Policy

In worksites and other public areas, smoking policies have been largely self-enforcing.

To ensure that smoke-free policies are enforced, it is important to let violators know that there will be consequences, including possible eviction, should no-smoking policies be ignored.

Enjoy the Benefits

Smoke-free policies may offer benefits:

- Fewer complaints from nonsmokers
- Reduced risks of fires
- Protection from secondhand smoke
- Decreased maintenance and clean-up costs
- Greater appeal to prospective renters

**A Landlord's
Guide to**

No-Smoking Policies

HIGHER PROFITS

HAPPIER TENANTS

SAFER HOUSING



"For me it was the repainting each time,
the extent of cleaning, professional carpet
cleaners, hoping you would get the smell out.
I just finally decided it wasn't worth it."



The Portland-Vancouver Metro Area Smokefree Housing Project is a partnership between the American Lung Association of Oregon, Multnomah County Health Department and Clark County Public Health. Together with our Advisory Board, we want to show landlords how no-smoking rules are a win-win for business and for health.

Non-Smoking Housing

"... being an early implementer of smoke-free policies, a property management company could earn a reputation in the market for doing a better job of recognizing and offering the amenities tenants want, while at the same time ensuring higher retained earnings as a result of lower maintenance and related costs."

— John Campbell, national landlord trainer and consultant

Good for Business and Health


Have you been thinking about a no-smoking rule for your rentals? If you are like other landlords, you are sick and tired of the time and money it takes to repaint, replace carpet, and turn over apartments where tenants have been smoking indoors. You know that smoking is a major fire hazard and a liability. Maybe your tenants have complained about tobacco smoke drifting from neighboring units. You have heard that other landlords have eliminated these headaches by adopting a no-smoking rule, and you are wondering if it will work for you, too.

Well, good news! You can adopt a no-smoking rule. Just as you might prohibit pets, you can prohibit smoking at your rental properties, even inside individual units and in outdoor areas. It is entirely legal.

On our website, www.smokefreehousingNW.com, we have additional resources for landlords and tenants to help address this issue. See the last page of this booklet for a list of helpful articles and handouts that can be found on our website.

"The debate is over. The science is clear: secondhand smoke is not a mere annoyance, but a serious health hazard."

— U.S. Surgeon General Richard Carmona, 2006

A low-angle, black and white photograph of a woman with dark, curly hair talking on a mobile phone. She is standing in front of a large, dark-colored door with a semi-circular window. The building has a brick facade and a decorative metal railing is visible on the left. The overall tone is professional and informative.

"We had an entire building
lease up in just 30 days, because
people were calling specifically
for non-smoking units."

Marketing Tips

- Wherever you list vacancies, make sure to include "non-smoking" in the amenities.
- List your properties on housingconnections.org, a free resource that lets you indicate your smoking policy.
- Put "No Smoking" signs on the front door, hallways, common areas and outdoor areas to let prospective tenants know about your policy.
- Order no-smoking stickers at [smokefreehousingNW](https://smokefreehousingNW.org).

MARKET DEMAND

Non-smoking housing is an exciting market opportunity for Portland-Vancouver metro area landlords.

In the summer of 2006, we commissioned research on both landlords and tenants in the Portland-Vancouver metro area. Here is what we found:

Most renters would prefer non-smoking buildings

- Three-quarters would rather live in a non-smoking building.
- 52% would even pay extra rent.
- Three-quarters say it is okay for landlords to prohibit smoking inside rental units to keep secondhand smoke from drifting into other units.
- Most renters, regardless of income, age, or gender, would prefer a no-smoking rule.
- Over a third of renters in multi-unit buildings say they are regularly exposed to a neighbor's secondhand smoke.

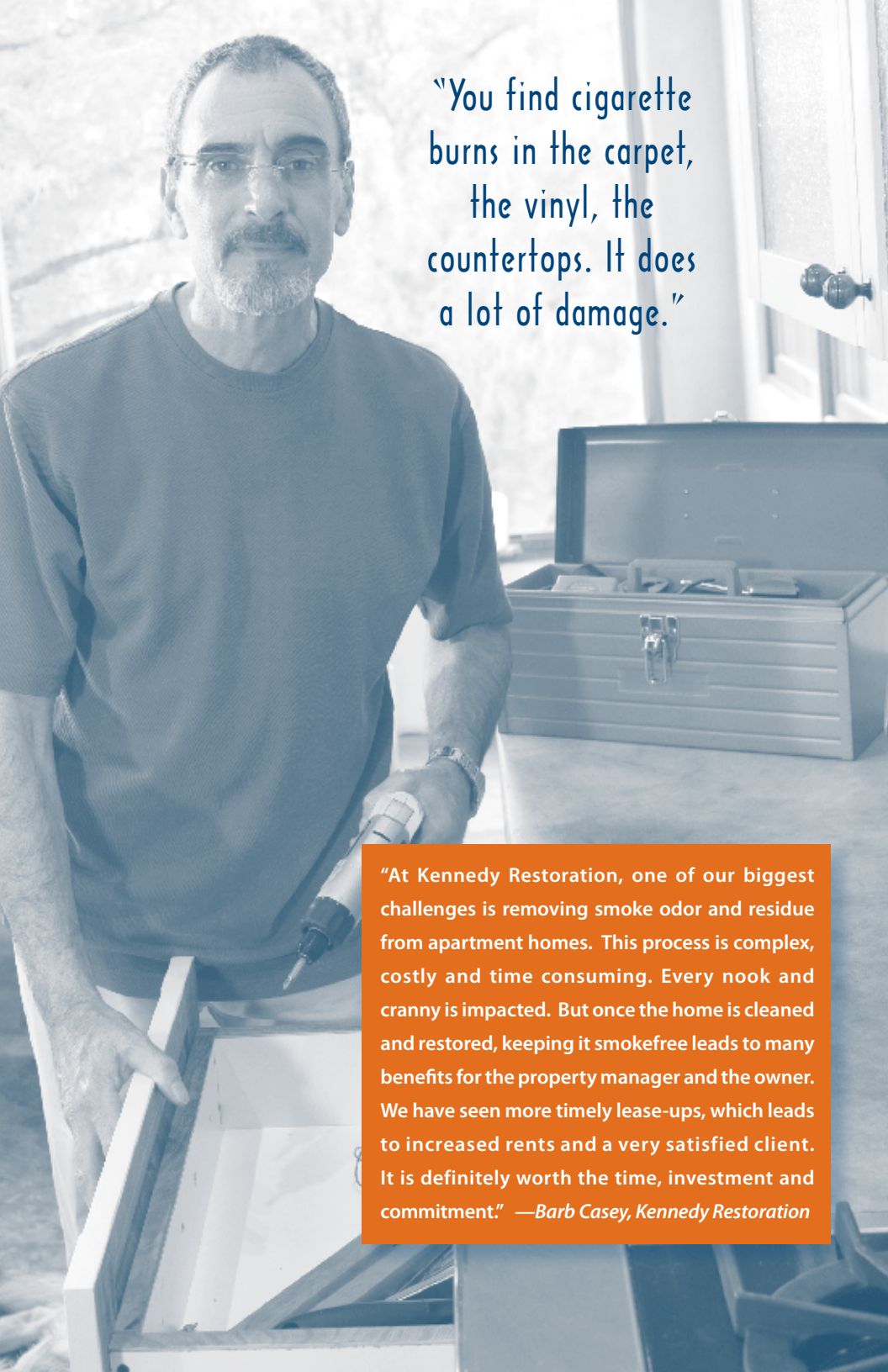
Most renters don't smoke and most smokers smoke outside

- Three-quarters of renters do not smoke at all.
- 19% of renters smoke daily—but only 11% smoke inside regularly.
- Two-thirds of smokers agree that even small amounts of secondhand smoke are hazardous to your health.

Statistics are from the market survey report, "Smoke-free Rental Housing in the Portland Metro Area." Campbell DeLong Resources, Inc, 2006.



Many landlords say that a no-smoking rule helps them attract and keep tenants who take good care of their units.



"You find cigarette
burns in the carpet,
the vinyl, the
countertops. It does
a lot of damage."

"At Kennedy Restoration, one of our biggest challenges is removing smoke odor and residue from apartment homes. This process is complex, costly and time consuming. Every nook and cranny is impacted. But once the home is cleaned and restored, keeping it smokefree leads to many benefits for the property manager and the owner. We have seen more timely lease-ups, which leads to increased rents and a very satisfied client. It is definitely worth the time, investment and commitment." —Barb Casey, Kennedy Restoration

ASSET MANAGEMENT

Your property is an important investment. Protect it! A no-smoking rule will help you save money by reducing damage to your property, preventing fires, and avoiding liability.

A no-smoking rule is one of the easiest ways to reduce damage to your units and keep your costs down:

If you have tenants who smoke, you know what it does to your property: burn marks on the counters, yellow walls, trashed carpets, a horrible odor, and worse. A no-smoking rule will help you spend less time and money on cleaning, repairs and painting. It will keep your units in better condition, making them more attractive to prospective tenants and to buyers if you decide to sell.

A no-smoking rule will also protect your property from fires:


The Hartford Insurance Company reports that more people die in fires caused by smoking than by any other type of fire. Smoking is the #1 cause of residential fire deaths in Oregon and Washington, causing more expensive property damage than most other types of fires. A no-smoking rule will reduce the risk of fires at your rental properties and you may even be able to get an insurance discount. Ask your broker.

A no-smoking rule will help you avoid potential legal liability due to nonsmoking tenants' exposure to secondhand smoke:

Several common law theories, including constructive eviction and breach of the warranty of habitability, have been used to bring successful legal action against landlords and smoking tenants. Tenants with certain disabilities may also be able to request reasonable accommodations to protect them from secondhand smoke. Ventilation and air sealing technologies are not effective ways to eliminate secondhand smoke according to the American Society of Heating, Refrigerating and Air Conditioning Engineers.



Landlords who adopted no-smoking rules tell us they would never go back.



“It started with a couple floors. We told people that in a year it would be non-smoking, and we’d give them resources to help them quit.”

Policy Checklist

- List the places where smoking is and is not allowed.
- State who the policy applies to (tenants, guests, staff, service persons).
- Set the effective date of the policy.
- Define smoking.
- Optional: Designate a smoking area outside at least 25 feet away from doors, windows, and major walkways.

DEVELOPING YOUR NO-SMOKING RULE

When you are opening a new building or complex, the easiest thing to do is prohibit smoking from the beginning. When converting an existing building or complex, you may need to phase in the policy as you fill vacancies or as leases are renewed. You can also “go smokefree” after a certain date if you follow landlord-tenant law requirements, including giving advance notice and having tenants agree to the changes in writing.

Use our sample lease language or order forms through:

- www.metromultifamily.com 800-632-3007
- www.oregonrentalhousing.com 503-364-5468
- www.stevensness.com 503-223-3137

Sample Lease Language



SMOKING: Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke, smoking is prohibited in any area of the property, both private and common, indoors and within 25 feet of the building(s) including entryways, balconies

and patios. This policy applies to all owners, tenants, guests and service persons. Tenants are responsible for ensuring that family members, roommates and guests comply with this rule.

(If you are “phasing in” the policy)

All new and renewed leases in your building prohibit smoking as described here. Please be aware that, until all leases have been renewed, you may have neighbors whose current lease does not prohibit smoking.

DEFINITION

SMOKING: The term ‘smoking’ means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, or other tobacco product in any manner or any form.

Please visit our website www.smokefreehousingNW.com for additional resources.

"We do an addendum to the lease, and tenants have to sign it."



Helpful Talking Points

- Tenants and their families will be safer from fires.
- The air will be healthier for everybody who lives in a non-smoking building.
- There will be less damage to the units.
- A no-smoking rule is not a 'no-smoker rule.' Smokers will simply have to step outside (as most smokers already do), and away from the building.
- If a smoker is ready to quit, free resources include the Tobacco Quit Line at 1-800-QUIT-NOW and Freedom From Smoking at lungusa.org.

HOW TO ENFORCE YOUR NO-SMOKING RULE

A no-smoking rule is just like any other rule you enforce.

Tips for Getting Tenants to Comply:

1. Advertise the units as non-smoking to attract tenants who either don't smoke or only smoke outside. Talk to prospective tenants about it when showing the property.
2. Put the no-smoking rule in the lease agreement and read through the rule with tenants as they sign their lease.
3. Post signs in the building and on the property.
4. Inform tenants that if they smoke in their units, they will be financially responsible for bringing the unit back to rentable condition, which could cost thousands of dollars.
5. Use the same warning/enforcement methods for smoking rule violations that you use for any other rule.
6. Visit the properties regularly and perform inspections, just as should always be done for all rentals.
7. Optional: Provide a designated smoking area outside, away from windows and doors (25 feet is a good distance).

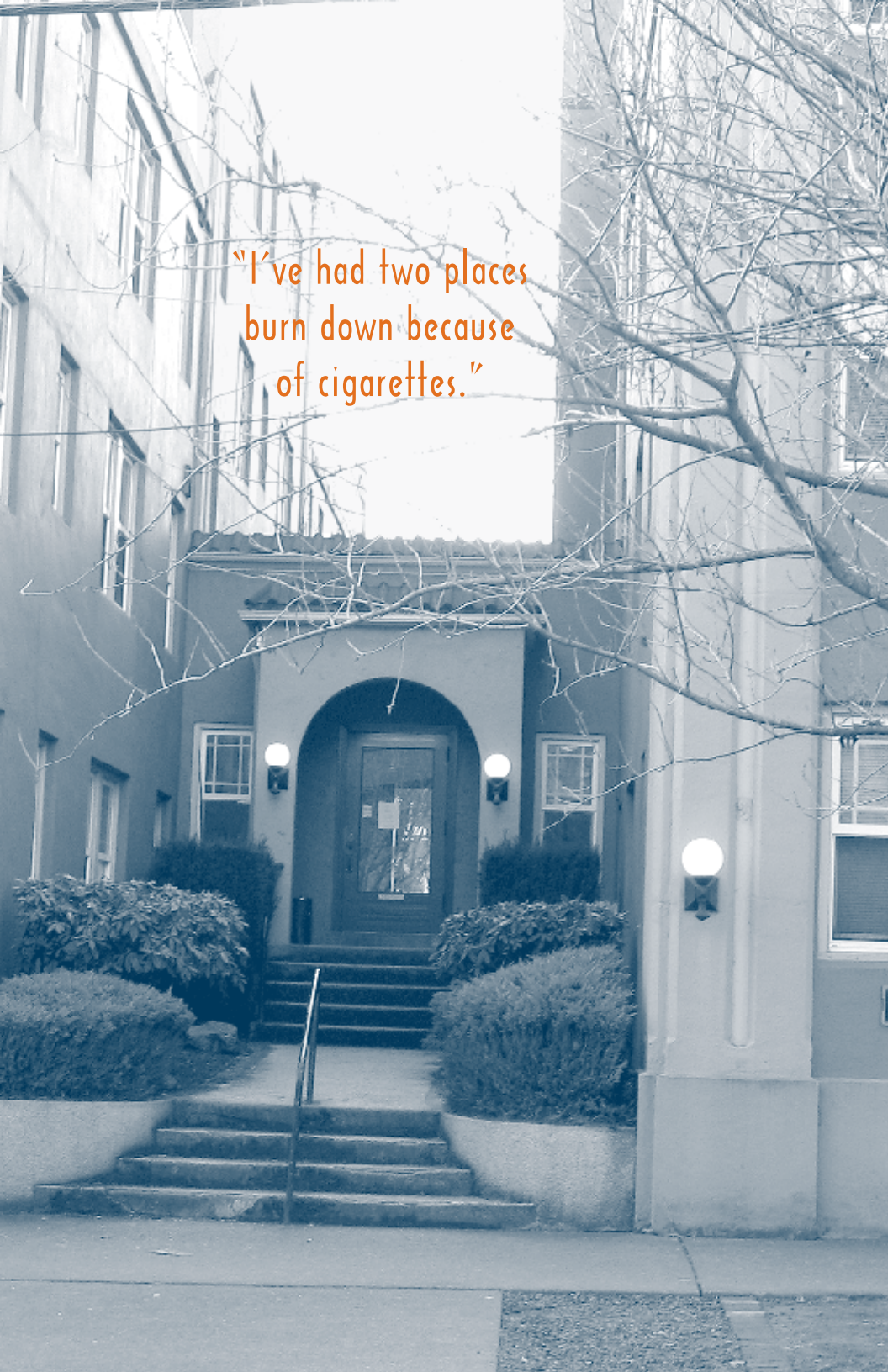


Talking to Your Tenants:

Giving your tenants advance notice about the no-smoking rule will help you gain compliance with the policy. You might want to go “over and above” your normal procedures for announcing rule changes. A little bit of extra work at the beginning could help you avoid headaches later on. Some landlords choose to survey their tenants to find out how many smoke inside their units, how many would prefer a no-smoking rule, and how many would want to move. SmokefreehousingNW.com has sample survey questions and a sample tenant handout to help you explain your rule to tenants.

Enforce your no-smoking rule just like any other rule.

"I've had two places
burn down because
of cigarettes."



FREQUENTLY ASKED QUESTIONS

Q. What do I have to gain from a no-smoking rule?

- A.** A no-smoking rule will help protect your property from damage and fires. You will save money on turnover expenses because apartments will cost less to clean, repair, and repaint. As more people become aware of the health hazards of secondhand smoke, no-smoking is an amenity that most Portland-Vancouver metro area tenants want.

Q. Is a no-smoking rule legal?

- A.** Yes. It is legal to prohibit smoking at your properties, inside and out. It is your property and you have the right to set reasonable rules to protect it. It is not discrimination to prohibit smoking. Keep in mind a no-smoking rule is not a no-smoker rule. Smoking is a behavior, not an inborn characteristic. It is not a disability and smokers are not a protected class. As when changing any rule, be sure to follow landlord-tenant law (give notice, have tenants sign their agreement with the rule change, apply it equally, etc.).

Q. Can I adopt a no-smoking rule in HUD-assisted housing?

- A.** Yes. You can adopt a no-smoking rule for new tenants at HUD-assisted housing, but you may have to “grandfather” existing tenants until their leases renew. If you want to change the model lease, you will have to get HUD approval, but changes can be made to “House Rules” without HUD approval.

Q. Do no-smoking rules work only in higher end properties?

- A.** No. Many local landlords are already enjoying success with no-smoking rules at all kinds of properties, in all sections of the metro area. Three quarters of renters, even those with household incomes under \$25,000, would rather live in a non-smoking building. Three out of four metro area renters are nonsmokers. Our survey found that only 19% of metro area renters smoke on a daily basis, but only 11% smoke inside.

Q. My tenants are complaining about secondhand smoke. What can I do about it until the no-smoking rule goes into effect?

- A.** Ask tenants to smoke outside or away from the building. You could try to reduce the secondhand smoke drifting between your tenants’ units by sealing the units off or by improving the ventilation, but be aware that neither will eliminate the problem.

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"The Federal Fair Housing Act and the protection of persons who are disabled by secondhand smoke in most private and public housing" Smokefree Environments Law Project. Sept. 2002. www.tcsg.org/sfelp/fha_01.pdf

LEGAL ANALYSES

"Infiltration of secondhand smoke into condominiums, apartments and other multi-unit dwellings" Susan Schoenmarklin. April 2004. www.wmitchell.edu/TobaccoLaw/resources/SchoenmarklinWeb.pdf

"There is no constitutional right to smoke" Public Health Institute, Technical Assistance Legal Center. February 2004. www.talc.phlaw.org/pdf_files/0074.pdf

SECONDHAND SMOKE

"The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General." June 27, 2006. www.surgeongeneral.gov/library/secondhandsmoke/

"Environmental Tobacco Smoke Position Statement." The American Society of Heating, Refrigerating, and Air-Conditioning Engineers. June 2005. www.ashrae.org/doclib/20058211239_347.pdf

FIRES

"2005 Annual Report." The Oregon State Fire Marshall. 2005. www.oregon.gov/OSP/SFM/docs/Data_Services/2005_Annual_Report_FINAL.pdf

"Fire in Washington." The Washington State Fire Marshal. 2004. www.wsp.wa.gov/fire/2004firpt.pdf

RESOURCES FOR LANDLORDS



Visit www.smokefreehousingNW.com for the following resources:

- Order form for signs & stickers.
- Tenant Handout—to explain the benefits of a no-smoking rule.
- Sample Tenant Survey—to find out how many tenants would prefer a no-smoking rule.
- Market Survey Report: “Smoke-free Rental Housing in the Portland Metro Area.”
- Landlord Focus Group Report “Opinions of Experienced Metro-Area Landlords Regarding Smoking Policies and Practices.”
- Fact sheet on Secondhand Smoke.
- Articles about HUD-assisted housing, the Fair Housing Act, the American with Disabilities act, legal cases and how they relate to secondhand smoke and no-smoking policies.

Secondhand Smoke Facts

- Secondhand smoke kills 53,000 non-smoking Americans and 800 non-smoking Oregonians every year.
- Secondhand smoke contains more than 43 cancer-causing agents and many other toxins, including formaldehyde, cyanide, carbon monoxide and arsenic.
- Secondhand smoke exposure causes heart disease and lung cancer in adults and sudden infant death syndrome and respiratory problems in children.
- There is no risk-free level of secondhand smoke exposure: even brief exposure adversely affects the cardiovascular and respiratory systems.
- Only smokefree environments effectively protect people from secondhand smoke exposure indoors.

Smokefree Housing Advisory Board:

Metro Multi-Family Housing Association
Oregon Rental Housing Association
City of Portland Bureau of Housing & Community
Development, Healthy Homes Initiative
HousingConnections.org
Fair Housing Council of Oregon
Tualatin Valley Fire & Rescue
Kennedy Restoration
Housing Authority of Portland
Vancouver Housing Authority
Portland Development Commission
Tobacco Free Coalition of Clark County
Tobacco-Free Coalition of Oregon
Tobacco Free Tri-Counties
IRCO/Asian Family Center
Lifeworks
Native American Rehabilitation Association
Oregon Human Development Corporation

*This project is funded by generous grants in **Oregon** from American Legacy Foundation, Kaiser Permanente Community Fund at Northwest Health Foundation and the Oregon Public Health Division and in **Washington** from Community Choices 2010 and Steps to a Healthier Clark County.*



503.924.4094



503.988.4163



360.397.8000 ext 7378

The information and materials contained in this brochure are for informational purposes only and are not offered or intended to be and should not be construed to be legal advice nor to be a substitute for obtaining legal advice from a licensed attorney.



www.smokefreehousingNW.com

Sample Resident Letter and Secondhand Smoke Survey for Use by Owners and Property Managers

[Date]

Dear Residents:

We are pleased that you have chosen to reside at [name of building/property]. The [name of management company, apartment building or Public Housing Agency] has been studying the changes that are occurring in the management of apartments. Many owners are deciding to regulate the use of tobacco products within their properties.

Apartment building owners are adopting smoke-free policies for a number of reasons. Secondhand smoke is a health hazard, especially for children, the elderly and persons with chronic diseases. There is no safe level of exposure to secondhand smoke. (Source: US Surgeon General, 2006). In addition, smoking materials are the leading cause of fire deaths in the United States. (Source: US Fire Administration/National Fire Data Center).

To ensure the health and safety of all persons living here, we are considering adopting a no-smoking policy for our building(s) and individual units. We would like to hear from you! Let us know what you think about having rules about tobacco use in the building and on the grounds. Please fill out the short survey below and return it to [name of office, etc.]. As a thank you for returning the survey, enclosed [insert incentive, if desired].

Sincerely,

[Property Manager's name]



Cut here

Do you smoke in your unit?

- ☐ Yes, I smoke in my unit or I allow others to smoke in my unit.
- ☐ No, I do not smoke or allow others to smoke in my unit.

Can you smell smoke in your unit? Check all that apply.

- ☐ Yes, I can smell secondhand smoke coming into my unit from another unit.
- ☐ The smoke smell bothers me/The smoke smell makes me ill.
- ☐ I'm worried about the effects the secondhand smoke has on my health or the health of people who live with me.

Would you like to live in a smoke-free building?

- ☐ Yes, I would like our building to be smoke-free, including the units.
- ☐ No, I would like our building to continue to allow smoking in the units.
- ☐ I have no preference.
- ☐ Building Name: _____

Comments:

Optional Information:

Name: _____ Unit #: _____ Phone: _____

Possible Additions to an Owner's House Rules or a PHA's Lease Addendum

Property managers, owners or PHAs may adjust this document depending on the scope and details of the smoke-free policy.

1. Purpose of Smoke-Free Housing: The parties desire to mitigate (i) the irritation and known health effects caused by secondhand smoke; (ii) the maintenance, cleaning, and redecorating costs attributable to smoking; (iii) and the increased risk of fire from smoking.

2. Definition of Smoking: "Smoking" means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant.

3. Smoke-Free Complex: Resident agrees and acknowledges that the premises to be occupied by Resident and members of Resident's household have been designated as a smoke-free living environment. Resident and members of Resident's household shall not smoke anywhere in the unit rented by Resident, in the building where the Resident's dwelling is located or in any of the common areas (or adjoining grounds of such building or other parts of the rental community), nor shall Resident permit any guests or visitors under the control of Resident to do so.

4. Property Manager/Owner to Promote No Smoking Policy: Property Manager/Owner shall post no smoking signs at entrances and exits, common areas, and hallways (and in conspicuous places on the grounds adjoining the apartment complex).

5. Property Manager/Owner Not a Guarantor of Smoke Free Environment: Resident acknowledges that Property Manager/Owner's adoption of a smoke-free living environment, and the efforts to designate the rental complex as smoke free, do not make the Property Manager/Owner or any of its managing agents the guarantor of Resident's health or of the smoke-free condition of the Resident's unit and the common areas. However, Property Manager/Owner shall take reasonable steps to enforce the smoke-free terms of its Leases/House Rules and to make the (designated areas of the) complex smoke-free.

Property Manager/Owner is not required to take steps in response to smoking unless Property Manager/Owner knows of said smoking or has been given a report of said smoking.

6. Effect of Breach and Right to Terminate Lease: A breach of this Addendum/House Rules shall give each party all the rights contained herein, as well as the rights provided for in the Lease. A material breach of this Addendum by the Resident shall be a material

breach of the Lease and grounds for immediate termination of the Lease by the Property Manager/Owner.

Property Manager/Owner acknowledges that in declaring this building (or portion of the building) to be smoke-free, the failure to respond by Property Manager/Owner to a complaint filed by the Resident shall be treated as equivalent to failure to respond to a request for maintenance.

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

Paragraph for existing rental communities adopting smoke-free policies that grandfather residents for a period of time:

8. Grandfathering Current Residents: Resident acknowledges that current residents residing in the complex under a prior Lease will not be immediately subject to the smoke-free policies. As current residents move out, or enter into new Leases, the smoke-free policy will become effective for their new unit or new Lease.

Resident

Date

Property Manager/Owner

Date



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Attention of:

NOTICE: H 2010-21

Multifamily Hub Directors
Multifamily Program Center Directors
Rural Housing Services (RHS) Directors
Supervisory Housing Project Managers
Housing Project Managers
Contract Administrators
Multifamily Owners and Management Agents

Issued: September 15, 2010

Expires: September 30, 2011

Cross References:

Subject: **Optional Smoke-Free Housing Policy Implementation**

I. Purpose

The purpose of this Notice is to encourage owners and management agents (O/As) participating in one of the Multifamily Housing rental assistance programs listed in Section III of this Notice to implement smoke-free housing policies in some or all of the properties they own or manage. This Notice provides instructions to O/As on the requirements for implementing smoke-free housing policies and only applies to O/As who choose to establish such policies.

II. Background

It has been proven that exposure to smoke, whether direct or secondhand, causes adverse health outcomes such as asthma and other respiratory illnesses, cardiovascular disease, and cancer. In 2006, the U.S. Department of Health and Human Services published *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. This document expounds on health effects due to involuntary exposure to tobacco smoke. The report defines secondhand smoke, in the past referred to as environmental tobacco smoke (ETS), as smoke composed of sidestream smoke (the smoke released from the burning end of a cigarette) and exhaled mainstream smoke (the smoke exhaled by the smoker). The report lists several major conclusions, all based on scientific data, including the following: 1) The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke; and 2) Eliminating smoking in indoor spaces fully protects nonsmokers from exposure to secondhand smoke. Separating smokers from nonsmokers, cleaning the air, and ventilating buildings cannot eliminate exposure of nonsmokers to secondhand smoke.

Below are relevant statistics and conclusions from *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*.

- According to a 2005 estimate by the California Environmental Protection Agency, Office of Environmental Health Hazard Assessment, approximately 50,000 excess deaths result annually in the United States from exposure to secondhand smoke.
- Children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome, acute respiratory infections, ear problems, and more severe asthma.
- Secondhand smoke has been designated as a known human carcinogen (cancer-causing agent) by the U.S. Environmental Protection Agency, National Toxicology Program and the International Agency for Research on Cancer.
- Exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer.
- Nonsmokers who are exposed to secondhand smoke at home or at work increase their risk of developing heart disease by 25-30 percent.
- Nonsmokers who are exposed to secondhand smoke at home or at work increase their risk of developing lung cancer by 20-30 percent.
- The National Toxicology Program estimates that at least 250 chemicals in secondhand smoke are known to be toxic or carcinogenic (cancer causing).

In addition to the negative health effects of secondhand smoke, smoking is a proven hazard to physical structures. The United States Fire Administration (USFA) indicates smoking as the number one cause of home fire deaths in the United States. Furthermore, about 1,000 people are killed every year in their homes by fires caused by cigarettes and other smoking materials. The USFA states 25 percent of people killed in smoking-related fires are not the actual smokers; of this percentage, 34 percent of the victims were children of the smokers, and 25 percent were neighbors or friends of the smokers.

III. Applicability

This Notice applies to:

- A. Project-based Section 8
 1. New Construction
 2. State Agency Financed
 3. Substantial Rehabilitation
 4. Section 202/8
 5. Rural Housing Services Section 515/8
 6. Loan Management Set-Aside (LMSA)
 7. Property Disposition Set-Aside (PDSA)
- B. Rent Supplement
- C. Section 202/162 Project Assistance Contract (PAC)
- D. Section 202 Project Rental Assistance Contract (PRAC)
- E. Section 811 PRAC

-
- F. Section 236
 - G. Rental Assistance Payment (RAP)
 - H. Section 221(d)(3) Below Market Interest Rate (BMIR)

IV. Update to House Rules/Policies and Procedures

O/As choosing to implement a smoke-free housing policy must update their House Rules and Policies and Procedures, as applicable, to incorporate the smoke-free housing requirements. O/As are encouraged to establish smoke-free policies that pertain specifically to their building and grounds including any common areas, entry ways, openings to the building (e.g. windows), and/or playground areas.

In carrying out any smoke-free housing policy, O/As must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105, including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the American Disabilities Act; Section 109 of the Housing and Community Development Act of 1974.

V. Requirements for Implementing Smoke-free Housing Policies

O/As who choose to establish smoke-free housing policies may establish policies that allow smoking in individual units but prohibits smoking in all common areas or policies to create a totally smoke-free property.

A. The O/A's policies must:

1. Be in accordance with state and local laws.
2. Address smoking in a tenant's unit, common areas, playground areas, areas near any exterior window or door, and areas outside a tenant's unit.
3. Designate specific smoking areas and identify these areas with clear signage unless the O/A establishes a totally smoke-free policy.

B. The O/A must not have policies that:

1. Deny occupancy to any individual who smokes or to any individual who does not smoke who is otherwise eligible for admission.
2. Allow the O/A to ask at the time of application or move-in whether the applicant or any members of the applicant's household smoke. However, if the O/A has established a smoke-free building as of a certain date, the O/A must inform applicants after that date that the building is a totally smoke-free building. The O/A must not maintain smoking or nonsmoking specific waiting lists for the property.

-
3. Allow the O/A to ask at the time of recertification, whether the tenant or any members of the tenant's household smoke.
 4. Require existing tenants, as of the date of the implementation of the smoke-free housing policies, to move out of the property or to transfer from their unit to another unit.

C. Grandfathering

O/As are not required to grandfather current tenants living at their property, however, they do have the option to do so. Such policies must be clearly defined (e.g. whether current tenants are allowed to smoke in their units).

D. Non-smoking wings, buildings, floors, or units

O/As are not restricted from establishing smoke-free wings, buildings, floors, and/or units at their property. When a unit becomes available, regardless of where this unit is located, it must be offered to the first eligible household on the waiting list. Waiting lists must be maintained according to existing procedures found in HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*, Chapter 4 and the removal of names from the waiting list according to HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*, paragraph 4-20.

O/As who have already established smoke-free policies may continue to enforce their current policies so long as the policies do not violate state or local laws or any of the above guidance.

VI. **Implementation**

O/As must implement any new smoking-related House Rules in accordance with HUD Handbook 4350.3 REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*, paragraphs 6-9 and 6-12.

- A. **New admissions.** O/As are required by existing HUD policies to provide the House Rules to all new tenants.
- B. **Existing tenants.** O/As must notify existing tenants, who have completed their initial lease term, of the modifications to the House Rules 30 days prior to implementation. Notification is accomplished by forwarding a copy of the revised House Rules to existing tenants. For those tenants who have not yet completed their initial lease term, the owner must provide the tenant with 60 days notice, prior to the end of their lease term, of the change in the House Rules.

VII. Penalties for Violating the House Rules

Repeated violations of the non-smoking policy may be considered material noncompliance with lease requirements and may result in termination of tenancy. When pursuing eviction due to material noncompliance with lease requirements, existing HUD procedures found in HUD Handbook 4350.3, REV-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs*, Chapter 8 must be followed.

VIII. Further Information

If you have any questions regarding the requirements in this Notice as they pertain to the Office of Housing's programs, please contact your local HUD Field Office.

/s/

David H. Stevens
Assistant Secretary for Housing -
Federal Housing Commissioner



**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Healthy Homes and Lead Hazard Control**

SPECIAL ATTENTION OF:

NOTICE: PIH-2012-25

Regional Directors; State and Area
Coordinators; Public Housing Hub
Directors; Program Center Coordinators;
Troubled Agency Recovery Center Directors;
Special Applications Center Director;
Administrators; Resident Management
Corporations Public Housing Agencies;
Healthy Homes Representatives

Issued: May 29, 2012

Expires: Effective until amended,
revoked or superseded

Cross Reference:

24 CFR 903.7 (e)(1)

24 CFR 966.3

Subject: Smoke-Free Policies in Public Housing

1. **Purpose.** This notice is a reissuance of PIH Notice 2009-21 which strongly encourages Public Housing Authorities (PHAs) to implement smoke-free policies in some or all of their public housing units. According to the American Lung Association, cigarette smoking is the number one cause of preventable disease in the United States. The elderly and young populations, as well as people with chronic illnesses, are especially vulnerable to the adverse effects of smoking. This concern was addressed by the Family Smoking Prevention and Tobacco Control Act, P.L. 111-31, signed by the President on June 22, 2009. It is possible for Environmental Tobacco Smoke (ETS) to migrate between units in multifamily housing, causing respiratory illness, heart disease, cancer, and other adverse health effects for those living in neighboring residences. Therefore the Department is encouraging PHAs to adopt smoke-free policies. By reducing the public health risks associated with tobacco use, this notice will enhance the effectiveness of the Department's efforts to provide increased public health protection for residents of public housing. The Department is currently developing additional guidance to assist PHAs with the consideration and adoption of smoke-free policies.

2. **Applicability.** This notice applies to Public Housing.

3. **Background.** Secondhand smoke, also known as Environmental Tobacco Smoke, is the smoke that comes from the burning end of a cigarette, pipe or cigar, and the smoke exhaled from the lungs of smokers. ETS is involuntarily inhaled by non-smokers, and can cause or worsen adverse health effects, including cancer, respiratory infections and asthma. According to the U.S. Environmental Protection Agency (EPA) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke (www.epa.gov/smokefree/healtheffects.html). Also the 2006 Surgeon General's report identified hundreds of chemicals in secondhand smoke that are known to be toxic. The report

(*The Health Consequences of Involuntary Exposure to Secondhand Smoke*) can be found at <http://www.surgeongeneral.gov/library/smokeexposure/report/fullreport.pdf>. According to this report, secondhand smoke causes an estimated 50,000 deaths in adult non-smokers in the United States each year, including approximately 3,400 from lung cancer and approximately 46,000 from heart disease. This can have a significant impact on people who live in close proximity to smokers.

Currently there are more than 1.2 million families who reside in public housing. Residents between the ages of 0-17 represent approximately 39 percent of public housing residents, with those over the age of 62 representing approximately 15 percent of public housing residents. Residents in these age groups account for at least 54 percent of public housing residents, and represent a population that could be at increased risk to the adverse effects of ETS. Additionally, there are a considerable number of residents with chronic diseases such as asthma and cardiovascular disease who may also be particularly vulnerable to the effects of ETS as secondhand smoke lingers in the air hours after cigarettes have been extinguished and can migrate between units in multifamily buildings.

Smoking is the leading cause of fire deaths in multifamily buildings with 26 percent of these casualties reported in 2005 www.usfa.dhs.gov/downloads/pdf/publications/Residential_Structure_and_Building_Fires.pdf. Data from the U.S. Fire Administration of the Department of Homeland Security estimates that in 2006 there were 18,700 smoking-material fires in homes. These fires resulted in 700 civilian deaths (not including firefighter casualties), 1,320 civilian injuries, and \$496 million in direct property damage www.nfpa.org/assets/files/PDF/OS.Smoking.pdf.

4. **Indoor Air Quality (IAQ).** According to the U.S. Green Building Council (USGBC), toxin free building materials used in green buildings help combat indoor air pollution. Achieving good IAQ involves minimizing indoor pollutants such as ETS; therefore it would be advantageous for a PHA to restrict indoor smoking as it would be easier for a property to achieve good IAQ in its buildings. During construction or renovation of projects, PHAs should consider the following actions: installing direct vent combustion equipment and fireplaces; providing for optimal, controlled, filtered ventilation and air sealing between living areas and garage or mechanical areas, and the use of paints and other materials that emit no or low levels of volatile chemicals (volatile organic compounds or VOCs). Sixty-five percent of the public housing inventory was built prior to 1970. In order for a PHA to implement retrofits that would improve IAQ significantly, it would be likely that renovation would need to take place. If a PHA performs renovations to improve IAQ without also implementing a non-smoking policy, the IAQ benefits of the renovation would not be fully realized. Therefore, a non-smoking policy is an excellent approach for those PHAs that are trying to achieve improved IAQ without additional retrofit costs.

5. **Maintenance.** It is well known that turnover costs are increased when apartments are vacated by smokers. Additional paint to cover smoke stains, cleaning of the ducts, replacing stained window blinds, or replacing carpets that have been damaged by cigarettes can increase the cost to make a unit occupant ready. Therefore, a non-smoking policy is another good approach for reducing maintenance costs. View the Sanford Maine Housing Authority case study at

<http://www.smokefreeforme.org/landlord.php?page=Save+Money%2C%3Cbr%3ESave+Your+Building>.

6. **Policy Discretion.** PHAs are permitted and strongly encouraged to implement a non-smoking policy at their discretion, subject to state and local law. Some PHAs have established smoke-free buildings. Some PHAs have continued to allow current residents who smoke to continue to do so, but only in designated areas and only until lease renewal or a date established by the PHA. Some PHAs are prohibiting smoking for new residents. According to a state-funded anti-smoking group, the Smoke-Free Environment Law Project of the Center for Social Gerontology, there are more than 225 PHAs and housing commissions across the country that have implemented non-smoking policies. PHAs should consult with their resident boards before adopting non-smoking policies at their properties.

7. **PHA Plans.** PHAs opting to implement a non-smoking policy should update their PHA plans. According to 24 CFR 903.7(e), their plan must include their statement of operation and management and the rules and standards that will apply to their projects when the PHA implements their non-smoking policy. PHAs are encouraged to revise their lease agreements to include the non-smoking provisions. If PHAs institute non-smoking policies, they should ensure that there is consistent application among all properties and buildings in their housing inventory in which non-smoking policies are being implemented.

8. **Smoking Cessation National Support.** Smoking tobacco is an addictive behavior, therefore PHAs that implement non-smoking policies should provide residents with information on local smoking cessation resources and programs. Local and state health departments are sources of information on smoking cessation. The toll-free number of the National Network of Tobacco Cessation Quitlines, 1-800-QUIT-NOW (1-800-784-8669), connects users directly to their State quitline, the National Cancer Institute's website www.smokefree.gov provides tips on quitting tobacco use, and the American Lung Association's Web page on State Tobacco Cessation Coverage www.lungusa2.org/cessation2 provides information on cessation insurance programs, both public and private, in all states and the District of Columbia. In addition, information on quitting from National Cancer Institute counselors can be accessed by calling the toll-free number 1-877-44U-QUIT (1-877-448-7848). Hearing or speech-challenged individuals may access these numbers through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339. PHAs that implement non-smoking policies should be persistent in their efforts to support smoking cessation programs for residents, adapting their efforts as needed to local conditions.

9. **Further Information.** For further information related to this notice, please contact Shauna Sorrells, Director, Office of Public Housing Programs at (202) 402-2769.

_____/s/
Sandra B. Henriquez
Assistant Secretary for Public and Indian
Housing

_____/s/
Jon L. Gant,
Director, Office of Healthy Homes
and Lead Hazard Control

**Smoke-Free Environments Law Project
The Center for Social Gerontology**

2307 Shelby Avenue
Ann Arbor, Michigan 48103-3895
734 665-1126 Fax 734 665-2071

sfelp@tcsg.org

<http://www.tcsg.org/sfelp/home.htm>

Public Housing Agencies that have adopted smoke-free policies*

(updated 1/20/11)

The Smoke-Free Environments Law Project maintains this updated listing of all the Public Housing Agencies in the United States that have adopted smoke-free policies for one or more of their apartment buildings. As of January 20, 2011, at least 230 Public Housing Agencies had adopted smoke-free policies for some or all of their apartment buildings, with about 214 being adopted since the beginning of January 2005; an average of about 2.9 per month. The 27 states with such policies, with the number of individual Public Housing Agencies with smoke-free policies in parentheses, include: Michigan (55), Minnesota (34), Nebraska (24), Maine (20), Colorado (16), Washington (14), Oregon (14), New Hampshire (10), New Jersey (9), California (8), Alaska (4), Idaho (3), Utah (3), Wisconsin (2), Arkansas (2), Florida, Montana, Indiana, Kentucky, Pennsylvania, Texas, Massachusetts, Connecticut, Vermont, Illinois, New York and Kansas. Access the listing in pdf format at <http://www.tcsg.org/sfelp/SFHousingAuthorities.pdf>.

Alaska

Aleutian Housing Authority, AK June 1, 2009 66 units total: 31 elderly and 35 family
North Pacific Rim Housing Authority, AK September 7, 2007 83 units in all
elderly/disabled/family housing in 8 communities
Petersburg Indian Association, AK September 1, 2008 12 units family
Tlingit and Haida Regional Housing Authority, AK Effective May/June, 2010; several
hundred units

Arkansas

Little Rock, AR November 2009 Effective January 1, 2010; 3 buildings 596 units (428
age 50+ and 168 family)
Polk County, AR November, 2009 Effective January 1, 2010 6 buildings, 182 units

California

Alameda, CA April, 2008 3 buildings, 298 units elderly & family
Madera, CA
Oxnard, CA March 25, 2008 2 buildings, 150 units elderly
Port Hueneme, CA April 2, 2008 60 units elderly/disabled, 30 units family
Plumas County, CA October, 2008

California *(continued)*

Rancho Mirage, CA December 7, 2006 4 complexes, 228 units

San Joaquin County, CA Adopted July 1, 2010; effective fall, 2010. All properties

Santa Barbara, CA Nov. 16, 2005 36 units elderly

Colorado

Aurora, CO November, 2010 1 building w/ 121 units for elderly; phasing in by 2012

Boulder (city), CO April, 2008 9 buildings

Boulder County, CO April 29, 2008; 126 buildings by 12/09

Carbondale, CO March, 2009 64 units elderly

Delta, CO November, 2010 1 building w/ 48 units

Denver, CO Effective January, 2010 2 buildings w/ 90 units

Estes Park, CO 1 building, 24 units elderly

Fort Collins, CO October, 2008 27 units elderly now smoke-free; other elderly units by 11/09; all units by 7/1/10

Grand County, CO 6 buildings, 64 units

Lakewood, CO 2 buildings, 188 units smoke-free by end of 2009

Littleton, CO Effective sometime in 2009. 1 assisted living building w/110 units

Longmont, CO Effective sometime in 2009. 3 buildings w/172 units

Loveland, CO date unknown 1 building, 49 units elderly

Rifle, CO February, 2009 4 buildings, 28 units

Salida, CO 17 buildings, 50 units smoke-free by June, 2009

Wellington, CO October, 2008 14 elderly units by 11/09; 28 family units by 7/10/10

Connecticut

Milford, CT Adopted March 16, 2010; Effective 3/17/10 for all new residents; 11/1/10 for all current residents. 465 units, elderly/family

Florida

Fort Pierce, FL 1996

Idaho

Boise City/Ada County, ID Nov. 1, 2009 All 214 units; elderly, disabled & family

Caldwell, ID January 1, 2009 234 units family/elderly/disabled

Nampa, ID August 8, 2007 142 units elderly/disabled/family

Illinois

Winnebago County, IL Adopted July 5, 2010

Indiana

Kokomo, IN May 21, 2007 560 units in 6 buildings, 2 duplexes and 45 scattered site houses

Kansas

Lawrence-Douglas County, KS; adopted June 28, 2010; effective 1/1/11, all 6 properties w/ 823 units

Kentucky

Danville, KY April, 2008 1 building, 5 units disabled

Maine

Auburn, ME September, 2004

Bangor, ME May, 2007

Bath, ME July, 2008 Effective for everyone on 1/1/09

Brewer, ME June, 2006; in January, 2009, all buildings were made smoke-free

Bar Harbor, ME May, 2006 (Mount Desert Island and Ellsworth Housing Authority)

Brunswick, ME June, 2007

Ellsworth, ME June, 2006 (Mount Desert Island and Ellsworth Housing Authority)

Fort Fairfield, ME September, 2006

Lewiston, ME September, 2008 Effective 11/1/08; grandfathering until 4/1/09

Mount Desert Island, ME June, 2006 (Mount Desert Island and Ellsworth Housing Authority)

Old Town, ME July, 2006

Pleasant Point Passamaquoddy Reservation, ME adopted in 2008 (new building with 60 units, family)

Portland, ME Adopted October 7, 2010. Effective July 1, 2011. 10 buildings w/ 574 family units & 418 elderly/disabled units; total, 992 units. Plus a 169-unit elderly/disabled building it manages

Presque Isle, ME March 31, 2009

Sanford, ME September, 2005

South Portland, ME July, 2008 Effective 1/1/09; grandfathering until 7/1/09 Sanford, ME September, 2005

Southwest Harbor, ME June, 2006 (Mount Desert Island and Ellsworth Housing

Tremont, ME March, 2008

Waterville, ME March 1, 2007

Westbrook, ME March, 2008 Effective 1/09; no grandfathering

Massachusetts

Boston, MA Effective October, 2009 for 14 units; plan to have all 12,000+ units smoke free in 3-4 years

Michigan

Algonac, MI October 28, 2008 Effective 1/1/09 for all residents; 50 elderly/disabled & 20 family townhouses

Allen Park, MI September 5, 2006 60 units

Michigan *(continued)*

Alma, MI October 31, 2006 2 buildings, 59 units
Bangor, MI April, 2007 24 units elderly/disabled & 20 units family
Bedford Township, MI April 16, 2007 97 units elderly/disabled
Belding, MI Jan. 25, 2007 4 buildings/complexes 140 units - 30 family, 110 elderly/disabled
Bessemer, MI April 16, 2007 30 units elderly/disabled
Big Rapids, MI Adopted January 13, 2011; effective April 1, 2011; current residents who smoke are grandfathered until April 1, 2016. 1 building w/23 units
Boyne City, MI Effective 2008, 2 buildings w/ 30 elderly & 53 elderly/disabled
Cadillac, MI July 20, 2005 Kirtland Terrace 84 units; elderly & disabled; March 15, 2010
Caseville, MI Adopted April 28, 2010; effective immediately, 11 buildings, 47 units elderly/disabled
Charlevoix, MI October 20, 2009 1 building w/ 62 units elderly/disabled
Cheboygan, MI Effective 2010, 1 elderly building w/ 8 units
Coldwater, MI Adopted October 7, 2010. Effective 1/1/11. 1 building w/ 97 units elderly/disabled; Cornerstone Apartments w/ 50 units, 40 family & 10 elderly
Detroit, MI Adopted December 16, 2010; effective January 1, 2011. 15 buildings (10 elderly w/1440 units & 5 family) w/ 678 units) w/ 2118 total units
Dundee, MI Adopted April 20, 2010; effective June 20, 2010. 1 building, 75 units elderly
East Jordan, MI June 13, 2006 Lakeview Manor 20 units
East Tawas, MI Effective October 1, 2010 for 1 building w/ 44 units, and effective Nov 20, 2010 for 1 building w/ 41 units, 2 buildings w/ 85 units total
Eastpointe, MI May 23, 2007 164 units elderly/disabled
Elk Rapids, MI June 20, 2006 20 units
Escanaba, MI December 17, 2007 174 units elderly/disabled/family
Ewart, MI July 24, 2007 53 units elderly/disabled
Gladstone, MI Adopted on July 13, 2010; effective August 1, 2010, but current smokers grandfathered for as long they live in unit. 2 buildings w/ 102 units for elderly & disabled
Grand Rapids, MI June 26, 2007 about 9 developments w/ 900 units elderly/disabled/family
Hancock, MI Adopted March 17, 2010; effective April 1, 2010, 2 buildings w/ 94 units elderly/disabled. New 24-unit building for disabled to be constructed soon will open smoke-free.
Hillsdale, MI Adopted January 20, 2011; effective immediately, w/current smokers grandfathered as long as they live in unit. 1 building w/60 units- family, elderly, disabled
Ishpeming, MI Jan. 11, 2007 1 building, 88 units elderly/disabled
Kingsford MI July 16, 2008 2 buildings, 41-unit elderly/disabled, 2-unit family duplex
Lansing, MI Adopted July 28, 2010; effective July 1, 2011. 834 total units in 4 buildings/developments and 250 scattered site units
Livonia, MI August 17, 2006 388+ units
Match-E-Be-Nash-She-Wish-Band of Pottawatomi Indians, a.k.a. Gun Lake Tribe, MI Effective 2010. 9 houses
Manistee, MI Adopted November 24, 2009; effective Jan. 1, 2010. 2 duplexes & all future substantially repaired units
Marquette, MI April 24, 2007 a portion of 140 units elderly/disabled
Marysville, MI March 15, 2007 132 units elderly/disabled

Michigan *(continued)*

Melvindale MI July 10, 2006 199 units
Menominee, MI August 1, 2009 83 elderly & 44 family units
Middleville, MI November 18, 2007 50 units elderly/disabled
Monroe, MI Effective Nov. 1, 2009 All 293 units: 148 elderly/disabled; 115 family;
30 scattered site
Montcalm County, MI Adopted May 25, 2010; effective June 1, 2010 & Dec. 1, 2010 for
current smokers. 20 units elderly/disabled and 20 family scattered site units
Negaunee, MI September 11, 2007 80 units elderly/disabled/family
Niles, MI Adopted November 18, 2010. 1 high-rise w/ 129 units elderly/disabled/family
& 50 scattered site family homes. Effective 1/1/11 for all indoor and outdoor common
areas; effective 1/1/12 for all indoor areas, including living units
Northville MI July, 2008 1 building w/ 100 units elderly/disabled
Nottawaseppi Huron Band of Potawatomi Indian Housing Authority, MI Effective 2010.3
single family homes; plus 5 homes to be built in 2011
Paw Paw, MI March, 2007, 81 units elderly/disabled
Plymouth, MI Jan. 18, 2006 Tonquish Creek Manor 108 units
Pokagon Band Housing Authority, MI Effective 2010. 13 houses
Reed City, MI Adopted September 16, 2010. Effective January 1, 2012. 7 buildings w/
101 total units: 6 family with 33 units, and 1 elderly building w/ 68 units
Rogers City, MI May 15, 2008 1 building, 38 units elderly/disabled/family
Sault Ste. Marie, MI December 13, 2006 3 buildings, 120 units
Sault Tribe, MI Adopted April 19, 2010; effective May, 2010 for 4 existing duplexes; 3
elderly triplexes to be built in 2011
South Haven, MI May 31, 2007 80 units elderly/disabled
Sturgis, MI Adopted August 24, 2010; effective Dec. 1, 2010 for new residents & Sept. 1,
2011 for all residents. 1 building w/ 71 units for elderly & disabled
Traverse City, MI Dec. 19, 2006 2 buildings, 116 units elderly/disabled; 20 units family
Wakefield, MI Adopted November, 2010. Effective December 20, 2010. Totally smoke-free
on 12/20/11. 1 building w/ 30 units elderly.
West Branch, MI Adopted July 21, 2010; effective August 1, 2010, 2 buildings w/ 87 units
for elderly/disabled; Jan. 1, 2011 for current smokers

Minnesota

Austin, MN January 1, 2005 2 buildings w/ 159 units
Benson, MN October 1, 2005
Breckenridge, MN September 1, 2008
Cambridge, MN Dec., 2005 45 units
Carver County, MN sometime in 2006 2 elderly, market-rate buildings, 65-units in
Chanhassen & 68 units in Waconia
Cloquet/Carlton, MN 2003 2 properties
Columbia Heights, MN September 15, 2009 2 properties w/ 145 units Dakota County, MN
September 1, 2008 1 building, with another in 9/09
Dakota County, MN September 1, 2008 1 building, with another in 9/09
Delano, MN May, 2006 1 building 16 units elderly, 1 building 30 units family
Detroit Lakes, MN July 1, 2009 1 building w/ 60 units

Minnesota *(continued)*

Duluth, MN November 25, 2009 Effective May 1, 2010
Ely, MN October, 2009 145 units
Fergus Falls, MN April 10, 2002
Frazee, MN 2007 8 units elderly
Jackson, MN July 1, 2009
Little Falls, MN January 1, 2008
Long Prairie, MN January 1, 2009
Melrose, MN February, 2002
Minneapolis, MN March 1, 2006 102 units in 1 building for elderly
Montevideo, MN June 1, 2009 1 building w/ 58 units
Montgomery, MN October 1, 2007
Mountain Lake, MN September 12, 2007 42 units
North Mankato, MN March 29, 2004
Northwest Multi-County Housing Authority, MN October 1, 2007
Pequot Lakes, MN 2007 4 buildings
Perham, MN December 1, 2008
Plymouth, MN Effective May 1, 2010, 2 buildings w/ 195 units total for elderly
Sauk Center, MN April 22, 2003
Sleepy Eye, MN March 1, 2008
Swift County, MN January 1, 2010 36 townhouses
Two Harbors, MN Effective October 1, 2009 1 building w/ 58 units
Wadena, MN September 1, 2009 1 building w/ 120 units
Windom, MN January 1, 2007 implemented for 1 building w/ 30 units elderly/disabled
Winona, MN April 1, 2009 2 buildings w/ 39 senior/disabled units

Montana

Helena, MT March 27, 2007 366 units

Nebraska

Ainsworth, NE December 7, 2009 All 8 buildings w 30 units
Aurora, NE 2008 2 buildings w/ 30 units
Bassett, NE September 1, 2003 5 buildings w/ 16 units
Blair, NE September 13, 2006 3 buildings, 12 units
Bridgeport, NE May, 2010 2 buildings w/ 8 units
Broken Bow, NE June 1, 2010 1 building w/ 40 units
Cambridge, NE August 11, 2009 1 building w 4 units
Chappell, NE May, 2010 4 buildings w/ 19 units
Coleridge, NE Effective May 11, 2004. 6 buildings w/ 20 units
Douglas County, NE 2005 103 buildings w/ about 200 units
Fremont, NE October, 2007
Friend, NE January 13, 2010 6 buildings w/ 25 units
Gibbon, NE
Hall County, NE March, 2010 All, 1 building w/ 60 units
Henderson, NE May 5, 2008 All 5 buildings w/ 20 units

Nebraska *(continued)*

Imperial, NE January 1, 2010 All 11 buildings w/ 44 units
Kearney, NE 1996 15 buildings w/ 90 units
Lincoln, NE January 10, 2008 2 buildings, 211 units elderly
McCook, NE July 1, 2010 4 buildings w/ 34 units
Minden, NE
Nebraska City, NE April 6, 2005 2 buildings w/67 units
St. Paul, NE 2008 All 15 buildings w/ 82 units
Sutherland, NE May 1, 2010 1 building w/ 4 units
Syracuse, NE January 1, 2010 2 buildings w/ 11 units

New Hampshire

Claremont, NH
Dover, NH Effective July, 2010
Exeter, NH June 6, 2008 1 building, 85 units elderly/disabled
Keene, NH Effective April 1, 2010 for all 546 units
Laconia, NH Effective August 1, 2010 for new residents; effective August, 2011 for all other residents
Lebanon, NH 2004
Newmarket, NH Effective July, 2010
Portsmouth, NH June 11, 2008 Effective Jan. 1, 2009, w/ grandfathering until July 1, 2009, 284 family/elderly/disabled units in 5 buildings, & 3 managed buildings w/150 units
Rochester, NH Effective January 1, 2009
Salem, NH Effective October, 2008

New Jersey

Cliffside Park, NJ Effective October, 2009 354 units elderly
Highlands, NJ Effective January 2, 2010 95 units elderly
Ocean City, NJ 2004 (not sure of month)
Madison, NJ Effective October 1, 2010
Middletown, NJ Effective November 1, 2010 252 units
Newton, NJ Summer, 2010 80 units
Paterson, NJ Effective Dec. 31, 2009
Summit, NJ 2009 123 units elderly
Woodbridge, NJ about September, 2007

New York

Gloversville, NY Adopted May, 2010; effective September 1, 2010. All buildings

Oregon

Clatsop County, OR Effective January, 2009. All 15 buildings w/ 104 units
Columbia Cascade, OR Effective March, 2010. All properties.
Coos-Curry, OR October, 2009 Effective March 1, 2010 for all buildings
Grand County, CO 6 buildings, 64 units

Oregon *(continued)*

Jackson County, OR Effective December, 2009. 3 buildings w/ 224 units
Lane, OR (Housing & Community Services Agency) Effective January, 2011; 28 properties w/1,426 units
Linn-Benton, OR Effective January 1, 2010; 8 buildings w/ 185 units
Marion County, OR November 1, 2008 28 units; 242 other units will go SF in early 2010
North Bend, OR October, 2009 Effective March 1, 2010 for all buildings
Northwest Oregon, OR Effective March , 2010. 7 properties w/ 218 units
Portland, OR on August 1, 2009 37 properties with 1,993 units of public housing; possibly in August, 2010, an additional 3,760 units of other affordable housing
Salem, OR Effective February, 1992. 1 building w/ 54 units for elderly. Their 7 more buildings will become totally smoke-free, phased in from Sept., 2009 thru Sept. 2011
Umatilla County, OR Effective May 1, 2010. All 8 properties w/ 364 units
Washington County, OR Effective January, 1, 2010 for 12 buildings w/ 521 units & effective July, 2010 for 243 units (131 units are single family homes)
West Valley/Polk County, OR Effective August, 2010. All properties w/ 378 units

Pennsylvania

Titusville, PA Effective August 1, 2009 for 1 building; effective June 1, 2010 for another

Texas

Decatur, TX Effective October, 2009 All 28 units

Utah

Davis Community Housing Authority in Farmington, UT August 1, 2009 158 units, plus 28 Section 8 units
Provo, UT June 1, 2005 203 units
Tooele County, UT Effective January 1, 2010 22 units

Vermont

Burlington, VT Adopted February, 2010; Effective Nov. 1, 2010 3 buildings, 274 units

Washington

Bellingham/Whatcom County, WA June, 2010 1 building & new properties
Bremerton, WA 2009 all buildings
Clallam County, WA Effective January 1, 2010 all properties, 480 units
Everett, WA Adopted March 22, 2010; Effective for all 1,047 units on June 30, 2011
Franklin County, WA January 1, 2008 280 units
Island County, WA 2005 all buildings, 166 units
Kennewick, WA Adopted February, 2010; all units and buildings effective July 1, 2010, 205 units (72 units - elderly & disabled; 9 units - HIV/AIDs; 124 - multifamily housing)
King County, WA December 17, 2007 222 units
Pierce County, WA 1 building
Seattle, WA 2001

Washington *(continued)*

Tacoma, WA 1 elderly high-rise

Vancouver, WA May, 2009 1 elderly/disabled building; another in June, 2009

Walla Walla, WA March 17, 2008 all buildings and units – about 300+ units

Yakima, WA sometime in 2005 for elderly units

Wisconsin

Baraboo, WI August 2, 2005 2 buildings; about 80 units; elderly & disabled

DePere, WI Nov. 13, 2003

* Note: many of the smoke-free policies grandfather current residents who are smokers for as long as they remain living in their apartment unit. Thus, many of these buildings are transitioning to being totally smoke-free. Others are already totally smoke-free.

Select Resource Organizations

Nationwide Tobacco Quitline

This nationwide toll-free telephone number connects you to counseling and information about quitting smoking in your state.

[1-800-QUIT-NOW](tel:1-800-QUIT-NOW)

Health

American Academy of Pediatrics

Julius B. Richmond Center of Excellence
Department C, ETS, PO Box 927, Elk Grove Village, IL 60009
Phone: (847) 228-5005

www.aap.org

richmondcenter@aap.org

The mission of the AAP Julius B. Richmond Center of Excellence is to improve child health by eliminating exposure to tobacco and secondhand smoke. See also <http://www.kidslivesmokefree.org> and http://www2.aap.org/richmondcenter/Smoke_freeHousing.html.

American Cancer Society

1599 Clifton Rd, NE, Atlanta, GA 30329
Phone: (800) 227- 2345

www.cancer.org

The American Cancer Society (ACS) provides information learn about the health hazards of smoking and how to become an ex-smoker. Check online or call 1-800-227-2345 to find your local office.

American Heart Association

7272 Greenville Avenue, Dallas, TX 75231
Phone: (214) 373-6300
(800) 242-8721 (for local chapter)

www.americanheart.org

The American Heart Association (AHA) provides books, tapes, and videos on how smoking affects the heart and also has a guidebook on weight control in quit-smoking programs.

American Legacy Foundation

1001 G Street, NW, Suite 800, Washington, DC 20001
Phone: (202) 454-5555

www.americanlegacy.org

The American Legacy Foundation® develops programs that address the health effects of tobacco use, especially on vulnerable populations.

American Lung Association

1301 Pennsylvania Avenue, NW, Suite 800, Washington, DC 20004
Phone: (202) 785-3355
1-(800) LUNG-USA for local chapter

www.lungusa.org

The American Lung Association helps smokers who want to quit through its Freedom From Smoking® self-help quit-smoking program available online at www.ffsonline.org. The Lung Association also provides public information on the health effects of smoking on its website above or by calling 1(800) LUNG-USA.

Asthma and Allergy Foundation of America

1233-20th Street, NW, Suite 402, Washington, DC 20036

Phone: (202) 466-7643

(800) 727-8462

www.aaafa.org

The Asthma and Allergy Foundation of America (AAFA) and its volunteers work to develop and implement public policies to improve the quality of life for people with asthma and allergies.

Public Health Institute

555 12th Street, 10th Floor, Oakland, CA 94607

Phone: (510) 285-5500

Fax: (510) 285-5501

www.phi.org

The Public Health Institute (PHI) is an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world.

Housing and Legal

The Centers for Social Gerontology

Smoke-Free Environments Law Project

2307 Shelby Avenue, Ann Arbor, MI 48103

Phone: (734) 665-1126

Fax: (734) 665-2071

www.tcsq.org/sfelp/home

The Smoke-Free Environments Law Project (SFELP) is a project that provides information, consultation and advice for businesses, government, and individuals in Michigan on policies and practices to protect employees and the general public from the harmful effects of environmental tobacco smoke.

Global Advisors on Smokefree Policy (GASP)

7 Cedar St., Suite A

Summit, NJ 07901

Karen Blumenfeld, Esq.

Executive Director

908-273-9368 phone

908-273-9222 fax

karen.blumenfeld@verizon.net

www.njgasp.org

Global Advisors on Smokefree Policy promotes 100% smokefree environments and provides customized technical assistance including up-to-date educational materials on the health, economic and environmental benefits of smokefree housing policies.

National Center for Healthy Housing

10320 Little Patuxent Parkway, Suite 500, Columbia, MD 21044

Phone: (877) 312-3046

www.nchh.org

The National Center for Healthy Housing is a nonprofit corporation dedicated to creating healthy and safe homes for children with a focus on indoor health hazards.

National Consumer Law Center

7 Winthrop Square, Boston, MA 02110-1245

Phone: (617) 542-8010

Fax: (617) 542-8028

www.nclc.org

The National Consumer Law Center is a nonprofit advocacy organization for economically disadvantaged Americans.

Public Health Law & Policy

2201 Broadway, Suite 502, Oakland, CA 94612

Phone: (510) 302-3380

Fax: (510) 444-8253

www.phlpnet.org

Public Health Law & Policy (PHLP) partners with government, advocates, and other community leaders to provide practical solutions to a wide range of public health problems.

Rental Protection Agency

Phone: (866) 828-9101

www.rentalprotectionagency.com

The Rental Protection Agency is the consumer protection agency for the rental industry and provides free resources for the remediation of landlord/resident disputes.

Tobacco Control Legal Consortium

875 Summit Avenue, St. Paul, Minnesota 55105

Phone: (651) 290-7506

www.tclconline.org

The Tobacco Control Legal Consortium is a network of legal programs supporting tobacco control policy change throughout the United States.

Government

Centers for Disease Control and Prevention

Office on Smoking and Health

Mailstop K-50, 4770 Buford Highway, NE, Atlanta, GA 30341

Phone: (770) 488-5705

(800) 232-4636

www.cdc.gov/tobacco/osh

The Office on Smoking and Health, a program office within the Centers for Disease Control and Prevention (CDC), funds booklets on smoking topics such as relapse, helping a friend or family member quit smoking, the health hazards of smoking, and the effects of parental smoking on teenagers.

National Cancer Institute

Building 31, Room 10A24, 9000 Rockville Pike, Bethesda, MD 20892

Phone: (877) 448-7848

www.cancer.gov

The National Cancer Institute (NCI) website provides two key tools to help you quit smoking: *LiveHelp*, an online text messaging service, and the toll-free number to NCI's Smoking Quitline (877-44U-Quit). Also see "Clearing the Air, Quit Smoking Today," http://www.smokefree.gov/pubs/clearing-the-air_acc.pdf.

Smokefree.gov
www.smokefree.gov

The information and professional assistance available on this website can help to support both your immediate and long-term needs as you become, and remain, a nonsmoker.

United States Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451- 7th Street, SW, Room 8236, Washington, DC 20410
202-755-1785, Ext. 7698
www.hud.gov/lead

The office enforces HUD's lead-based paint regulations, provides public outreach and technical assistance to help protect children and their families from other health and safety hazards in the home.

United States Environmental Protection Agency (EPA)
Indoor Air Quality Information Clearinghouse
P.O. Box 37133, Washington, DC 20013-7133
Phone: (703) 356-4020 ▪ (800) 438-4318
www.epa.gov/smokefree

EPA has developed a number of free resources, including the *Smoke-free Homes Community Action Kit*, *Planning Guide for Pledge Events*, and *Local Programs Promoting Smoke-free Homes Booklets*, that are designed to help you start a local smoke-free homes program and educate the public about the health risks associated with exposure to secondhand smoke.

Other

Americans for Nonsmokers' Rights
Publications & Merchandise Order Form
2530 San Pablo Avenue, Suite J, Berkeley, CA 94702
(510)-841-3060
www.no-smoke.org

Americans for Nonsmokers' Rights is the leading national lobbying organization dedicated to nonsmokers' rights and protecting nonsmokers from exposure to secondhand smoke.

Rent Control and Drifting Smoke
(Article for Landlords)

www.smokefreeapartments.org

Smoke-free Apartments is an on-line registry for apartment owners who have chosen to establish a total or partial non-smoking policy in their buildings.

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 15, 2013**

A special meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT: Lomac Payton
 Roger Peterson
 Dale Parsons
 Paul Stewart
 Wayne Allen

ABSENT: Thomas Dunker
 Ben Burgland

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Rita Hall, Modernization Coordinator; Roger Williamson, KCHA Attorney; John Pulliam, Galesburg Register-Mail.

Chairperson Payton called the meeting to order at 10:00 a.m. Chairperson Payton stated the purpose of this meeting is to discuss roof replacement at the family sites.

OLD BUSINESS

None

NEW BUSINESS

Chairperson Payton then asked Mr. Antoine to provide information to the Board. Mr. Antoine referred to PIH Notices 2012-2 and 2012-43 which provide guidance on public housing operating funds and use of operating reserves for capital improvements. He advised that HUD allows for the use of reserve funds for capital improvements provided they are obligated by March 31, 2013. HUD requires that housing authorities maintain a four-month balance in the reserves for operating expenses. Commissioner Stewart asked which reserves would be utilized for this project. Mr. Antoine advised that reserves from all low rent programs would be used. KCHA has \$1.4 million in reserves available, and Mr. Antoine recommended leaving \$600,000 for the four-month reserve. Average monthly expenses for low rent was reviewed.

Then, the Construction Estimate from Alliance Architecture was reviewed. Total estimated construction cost is \$1,404,000 which includes replacement of roofs, gutters and soffits. Without reserves, this would be a four-year project. With the use of reserves, this project would take two years with a projected savings of \$208,978. Commissioner Allen asked if the reserves would be pulled by HUD if this roof project is not approved. Mr. Antoine advised that the reserve funds would likely be recaptured by HUD. Commissioner Stewart inquired as to the amount of capital funds that would be used for this project. Ms. Hall stated that \$536,000 of capital funds would be used. Mr. Antoine asked for the Board to approve an amount not to exceed \$1 million in reserve funds to be used.

Commissioner Stewart moved to approve up to \$1 million from reserves for the roofing project at the family sites; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye

Motion Carried, 5-0

REPORTS

None

OTHER BUSINESS

None

ADJOURNMENT

Commissioner Allen then made a motion to adjourn; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye

Motion Carried, 5-0.

The meeting adjourned at 10:31 A.M.

Respectfully submitted,

Secretary

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 28, 2013**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at William Moon Towers. Roll call was taken and the following Commissioners were present:

PRESENT: Lomac Payton
 Roger Peterson
 Dale Parsons
 Paul Stewart
 Wayne Allen
 Ben Burgland

ABSENT: Thomas Dunker

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Roger Williamson, KCHA Attorney; Mary Pendry, Property Manager—Prairieland and Brentwood; Will Stevenson, WGIL Radio; and Gerald Lambert and Robert Lapping, Moon Towers tenants.

Chairperson Payton called the meeting to order at 10:00 a.m. Chairperson Payton then asked if there were any additions or corrections to the previous meetings' minutes and the minutes of the February 15 special meeting. Hearing none, he declared the minutes approved as presented.

January 2013 claims against the HA Administration in the sum of \$262,510.70; Central Office Cost Center in the sum of \$33,881.36; Moon Towers in the sum of \$44,400.94; Family in the sum of \$62,096.53; Bluebell in the sum of \$16,339.77; Housing Choice Voucher Program in the sum of \$9,880.10; Brentwood (A.H.P.) in the sum of \$55,613.33; Prairieland (A.H.P.) in the sum of \$15,346.59; Capital Fund '10 in the sum of \$0.00; Capital Fund '11 in the sum of \$0.00; Capital Fund '12 in the sum of \$20,080.64; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator Grant '11 in the sum of \$4,871.44 were presented for approval. Commissioner Peterson made a motion to ratify the claims and bills; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0

Chairperson Payton then requested the Board review and approve the February 2013 financial reports and committee notes. After brief discussion, Commissioner Parsons made a motion to ratify the financial report for February 2013 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0

OLD BUSINESS

Mr. Antoine requested the Board to review and approve Resolution 2013-02 for adoption of Housing Choice Voucher Utility Allowance Schedule for FYE 2014. After brief discussion, Commissioner Parsons made a motion to approve the Resolution; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0.

NEW BUSINESS

First, Mr. Antoine requested the Board review and approve Resolution 2013-03 for FYE 2014 Budgets. The proposed budgets had been distributed prior to the meeting and reviewed by each commissioner. Mr. Antoine also provided information on the potential impact of the sequestration on HUD funding. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2013-03 for FYE 2014 Budgets; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0.

Next, Mr. Antoine requested the Board to review and approve Resolution 2013-04 for Flat Rent Schedule. Mr. Antoine presented background information on flat rents as well as information in the flat rent study done by NELROD and the affordability factor included in the schedule. The proposed flat rent schedule will be posted for 30 days for review and comment and will be voted on at the March meeting.

REPORTS

Occupancy Report disclosed the following:

Moon Towers A	3	Efficiencies		
88	1	1 Bedroom		
	0	2 Bedroom	Total:	5
	1	Accessible	Occupied:	94%
Moon Towers B	1	Efficiencies		
89	1	1 Bedroom		
	0	2 Bedroom	Total:	2
	0	Accessible	Occupied:	98%
Family	2	2 Bedroom		

190	4	3 Bedroom		
	1	4 Bedroom	Total:	7
	0	5 Bedroom	Occupied:	96%
Bluebell	0	1 Bedroom	Total:	0
51	0	2 Bedroom	Occupied:	100%
PH Totals:	418 units	14 vacancies	Occupied:	97%
			Vacancy:	3%
Brentwood Manor		1 Vacancies	Total:	1
72			Occupied:	99%
Prairieland Townhouses		1 Vacancies	Total:	1
66			Occupied:	98%
A.H.P Totals:	138 units	2 vacancies	Occupied:	99%
			Vacancy:	1%
KCHA TOTALS:	556 units	16 vacancies	Occupied:	97%
			Vacancy:	3%

This represents a 97% occupancy rate across all KCHA programs. Further, this represents 3.0% vacancy rate across all programs. Chairperson Payton declared the Occupancy Report approved as presented.

Mr. Antoine presented the financial audit reports to the Board and recommended that the Board review and bring any questions to the March meeting. There were no material findings.

OTHER BUSINESS

Mr. Antoine advised the Board that Kati Gray had been promoted to Property Manager of the Family Sites.

Next, Mr. Antoine advised the Board of the PHADA Conference that will be held in San Antonio, Texas May 19-22, 2013.

Next, Mr. Antoine informed the Board of resources available to assist KCHA in becoming smoke-free. A representative from the Knox County Health Department will present information at the March meeting.

Next, Mr. Antoine presented information to the Board on the breakdown of AHRMA insurance rates.

Next, Mr. Antoine reminded Board members to submit their bio and contact information by the March meeting.

Next, Ms. Lefler passed out the 2013-2014 Family calendars to Board Members. The calendars include pictures from the programs held the prior year.

ADJOURNMENT

Commissioner Stewart then made a motion to adjourn; Commissioner

Burgland seconded. Roll call was taken as follows:

Commissioner Payton - aye
Commissioner Peterson - aye
Commissioner Parsons - aye
Commissioner Stewart - aye
Commissioner Allen - aye
Commissioner Burgland - aye

Motion Carried, 6-0.

The meeting adjourned at 11:12 A.M.

Respectfully submitted,

Secretary

KCHA Vendor List FYE 2014

Category	2013	2014	Notes
Service/Maintenance			
Plumbing/Heating	MSI	MSI	5%
Asbestos Abatement	IITI	IITI	2.40%
Fire Protection	Ahern	Ahern	
Trash Removal	Waste Management	Waste Management	
Pest Control	Orkin	American	New Contract
Lawn Service	TruGreen	TruGreen	
Flooring	Rheinschmidt's Carpet Ctr.	Rheinschmidt's Carpet Ctr.	
Parts/Supplies			
Appliances	Sears Commercial Sales	Sears Commercial Sales	
Appliance Parts	PDQ	PDQ	
General Mtce. Supplies/ Paint/Hdwr	HD Supply Lowe's People's Do-It Center Wolverine Brass PlumbMaster	HD Supply Lowe's People's Do-It Center Wolverine Brass PlumbMaster	10 % discount no increase 10% discount
Janitorial Supplies			
Cleaning Supplies	OSI	OSI	
Paper Supplies	Wilson Paper Company	Wilson Paper Company	
Lawn Equipment Supplies/Parts			
	Kleine Equip Birkey's Farm Store		
Admin			
Printing	Discount Printing	Allegra	New Contract
IT Service	OSI	OSI	
Printer Service	Ricoh	OSI	New Contract
Office Supplies	Independent Stationers	Independent Stationers	
Security Camera Service	none	Thompson Electronics	
Shredding	none	AAA Certified Confidential	

Knox County Housing Authority

Resolution 2013-06

March 26, 2013

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Small Purchase Procurement – Supply/Service Vendor List FYE 2014

Article I. Background

Small purchase procedures are a simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. The Knox County Housing Authority's small purchase threshold is \$100,000.00, per 41 U.S.C.403(11).

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §85.36(b)(1) stipulates "Grantees and subgrantees will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section."

24 CFR §85.36(c)(1) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of § 85.36." 24 CFR §85.36(c)(1)(i-vii) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 24 CFR §85.36(c)(2) goes on to this list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 24 CFR §85.36(c)(3)(i-ii) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations 1) include a clear and accurate description of the requirements for the product or services to be procured, 2) clearly identify requirements which bidders must fulfill, and 3) specify all factors to be used in evaluating bids or proposals.

24 CFR §85.36(f)(1) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 24 CFR §85.36(b)(9) stipulates PHAs must maintain records sufficient to detail the significant history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

Members of the Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as

to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

Effective with the FYE 2013 procurement actions, a renewal clause was added to each procurement action on this list. Basically, as long as contractual obligations were satisfactorily met and cost was only modified through a reasonable method (cost of inflation increase, material price increase, etc.), contracts could be renewed on an annual basis for two additional one-year terms.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year ending 03/31/2014.

The Knox County Housing Authority will conduct annual procurement action in respect to this list. If necessary, changes will be recommended to the Board of Commissioners.

Knox County Housing Authority

Resolution 2013-06

Board of Commissioners

Derek Antoine, Executive Director

Approval of Small Purchase Procurement – Supply/Service Vendor List FYE 2014

WHEREAS, 24 CFR §85.36 in various parts outlines requirements that PHAs must follow when conducting procurement actions; and

WHEREAS, The Knox County Housing Authority will not exceed the threshold of \$100,000.00 in the purchase of any one category of the attached list of supplies/services; and

WHEREAS, The Knox County Housing Authority has conducted a price/cost analysis and applied all evaluation factors to each procurement action respectively and has selected vendors from the attached list of Supplies/Services in accordance with 24 CFR §85.36 and HUD's Small Purchase Guidelines; and

WHEREAS, The Knox County Housing Authority has conducted all procurement action associated with this resolution in an ethical manner, in accordance with the KCHA's written policies and 24 CFR §85.36(b)(3)(i-iv);

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2014.

RESOLVED: March 26, 2013

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Knox County Housing Authority

Resolution 2013-05

March 26, 2013

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Public Housing Utility Allowance Schedule FYE 2014

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §965.502(a) states "PHAs shall establish allowances for PHA-furnished utilities for all checkmetered utilities and allowances for resident-purchased utilities for all utilities purchased directly by residents from the utilities suppliers." Additionally, 24 CFR §965.502(b) explains "The PHA shall maintain a record that documents the basis on which allowances and scheduled surcharges, and revisions thereof, are established and revised. Such record shall be available for inspection by residents.." 24 CFR §965.505(b) clarifies "Allowances for both PHA-furnished and resident-purchased utilities shall be designed to include such reasonable consumption for major equipment or for utility functions furnished by the PHA for all residents (e.g., heating furnace, hot water heater), for essential equipment whether or not furnished by the PHA (e.g., range and refrigerator), and for minor items of equipment (such as toasters and radios) furnished by residents.."

24 CFR §965.507(a) stipulates "PHA shall review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to the standards stated in § 965.505, shall establish revised allowances." Further, 24 CFR §965.507(b) explains "PHA may revise its allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments) and shall be required to do so if such change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based."

To that end, the KCHA contracted with the Nelrod Company to conduct a Utility Allowance study for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Public Housing utility allowances with current utility supplier's rates and charges for electric, natural gas, water, sewer and trash collection for the agency's three PH properties – Moon Towers, Family Sites (Woodland Bend, Cedar Creek Place, Whispering Hollow), and Bluebell Tower.

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. The Nelrod Company has recommended an increase in proposed utility allowances due to a rise in electric, water, sewer, and trash collection rates and monthly charges. The recommended increase to the current utility allowance is required under 24 CFR §965.507(b), as several categorical rate increases exceed the minimum 10% variance. The Nelrod Company has provided support documentation for its analysis and recommendation.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Public Housing Utility Allowance schedule prepared by the Nelrod Company, effective for the fiscal year ending 03/31/2014.

The Knox County Housing Authority will conduct a consumption study, as required by 24 CFR §965.507(a) prior to the expiration of this schedule.

Knox County Housing Authority

Resolution 2013-05

Board of Commissioners

Derek Antoine, Executive Director

Approval of Public Housing Utility Allowance Schedule FYE 2014

WHEREAS, 24 CFR §965.502, 24 CFR §965.505, and 24 CFR §965.507 in various parts requires Public Housing Authorities to annually review the schedule of utility allowances for the Public Housing program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, The Knox County Housing Authority has contracted with the Nelrod Company to collect utility rate information and determine a monthly consumption average of KCHA public housing units, and the Nelrod Company having successfully completed the aforementioned study and having proposed an increase to the current utility allowance schedule on the basis of the analysis of the data collected in accordance with applicable regulations; and

WHEREAS, The Nelrod Company having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, Regulations established by the Department of Housing and Urban Development (HUD) require a resolution certifying the approval of the Public Housing Utility Allowance Schedule developed in accordance with 24 CFR §965.502, 24 CFR §965.505, and 24 CFR §965.507 in various parts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Public Housing Utility Allowance Schedule proposed by the Nelrod Company for fiscal year-ending 03/31/2014.

RESOLVED: March 26, 2013

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Knox County Housing Authority

Resolution 2013-04

February 26, 2013

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Flat Rent Schedule

Article I. Background

Section 523 of the Quality Housing Act of 1998 (Housing Reform Act) amends paragraph (2) of section 3(a) of the United States Housing Act of 1937 to include the following as it pertains to a tenant's choice of rent: "A family residing in a public housing dwelling shall pay as monthly rent for the unit the amount determined under clause (i) or (ii) of subparagraph (B), subject to the requirement under paragraph (3) (relating to minimum rents). Each public housing agency shall provide for each family residing in a public housing dwelling unit owned, assisted, or operated by the agency to elect annually whether the rent paid by such family shall be determined under clause (i) or (ii) of subparagraph (B). A public housing agency may not at any time fail to provide both such rent options for any public housing dwelling unit owned, assisted, or operated by the agency." Further, Section 523 of the Housing Reform Act clarifies "Except as otherwise provided under this clause, each public housing agency shall establish, for each dwelling unit in public housing owned or operated by the agency, a flat rental amount for the dwelling unit, which shall be based on the rental value of the unit, as determined by the public housing agency."

Public Housing Authorities (PHA) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §960.253(a)(1) establishes that "Once a year, the PHA must give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay as tenant rent either a flat rent as determined in accordance with paragraph (b) of this section, or an income-based rent as determined in accordance with paragraph (c) of this section." 24 CFR §960.253(b)(1) clarifies flat rent as "based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent for which the PHA could promptly lease the public housing unit after preparation for occupancy." 24 CFR §960.253(b)(2) requires PHAs to utilize a reasonable method to determine flat rent for a unit, considering unit location, size, amenities, utilities provided, and age of the unit.

Until October 1, 2002, PHAs were able to retain ceiling rents (a cap on income-based rent - the maximum amount the PHA would charge for a particular unit size). 24 CFR §960.253(d) mandated PHAs to adjust ceiling rents to the level required for flat rents, or absorb any costs associated with retaining lower ceiling rents.

To that end, the KCHA contracted with the Nelrod Company to conduct a Flat Rent Study for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to determine a competitive flat rent that is comparable to unassisted units with the same or similar characteristics in the immediate and/or surrounding market rent areas. To complete the flat rent analysis, the Nelrod Company utilized both a manual collection process and an automated process. The collection process

included various internet services, multiple listing services, newspaper advertisements, and owner/agent interviews. The Nelrod Company has provided support documentation for its analysis and recommendation.

Article II. Tenant Affordability Factor

It has been years since the Knox County Housing Authority has proposed a rental increase. As such, the increase from the current flat rent schedule and the proposed flat rent schedule is substantial, ranging from a 37% increase to a 63% increase.

An option available to the KCHA to ease the financial burden from such an increase in the residents is to consider an adjustment to the flat rents on the basis of affordability. As proposed by the Nelrod Company, the KCHA could institute a tenant affordability adjustment of 5% to 20% to offset the financial ramifications of introducing the proposed flat rent schedule.

Article III. Recommendation

It is the recommendation of the Executive Director to make the adjustment to flat rents in incremental increases to assist the residents in the transition to more costly rents. The change will not affect the majority of residents in Family Housing, but will have an effect on the tenants of Moon Towers and Bluebell Towers. Additionally, the recommendation is to discontinue the use of ceiling rents, per the regulations, effective 05/01/2013.

As such, the recommendation is to apply the tenant affordability factor of 20% to the proposed flat rent schedule for FYE 2014, and increase the adjustment incrementally at 5% per year for the next three (3) years until no adjustment is applied.

Knox County Housing Authority

Resolution 2013-04

Board of Commissioners

Derek Antoine, Executive Director

Approval of Flat Rent Schedule

WHEREAS, The United States Housing Act of 1937, the Quality Housing Act of 1998, and 24 CFR §960.253 in various parts require Public Housing Authorities to establish a flat rent schedule arrived at through a reasonable methodology; and

WHEREAS, The Knox County Housing Authority has contracted with the Nelrod Company to conduct a Market Rent Study and Flat Rent analysis of rental properties located within Knox County, Illinois, and the Nelrod Company having successfully completed the aforementioned study and having proposed a flat rent schedule on the basis of the analysis of the data collected in accordance with applicable regulations; and

WHEREAS, The Nelrod Company having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, Requirements set forth in 24 CFR §245.310(a) and enacted in the Knox County Housing Authority Admissions and Continued Occupancy Policy require notice to the tenants of proposed rental increases and schedules for a period of no less than 30 days for the purpose of public opinion and comment, with the Knox County Housing Authority having fulfilled such requirement in accordance with all parts of 24 CFR §245.15; and

WHEREAS, The Knox County Housing Authority will discontinue the use of "Ceiling Rents" for all unit sizes;

WHEREAS, Tenant affordability factors have been weighed and given appropriate consideration;

WHEREAS, Regulations established by the Department of Housing and Urban Development (HUD) require a resolution certifying the approval of a flat rent schedule; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Flat Rent Schedule proposed by the Nelrod Company for FYE 2014.

RESOLVED: March 26, 2013

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Dale Parsons, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

FINANCE COMMITTEE NOTES FOR:

Tuesday, March 19, 2013

COCC

	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$31,710.82	\$463,607.97	Paid Audit Fees
Operating Expenses	\$48,409.02	\$434,321.61	Paid for board room chairs and table
Net Revenue Income/(loss)	<u>(\$16,698.20)</u>	<u>\$29,286.36</u>	Paid board room remodel - fixing dist. in March due to error
			Operating in Black YTD

If shows a loss, loss will be funded by COCC's reserve .

COCC's Reserve \$117,655.80

MOON TOWERS

	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$57,493.74	\$595,339.95	Paid Audit Fees
Operating Expenses	\$53,369.71	\$524,389.03	Paid utilities
Net Revenue Income/(loss)	<u>\$4,124.03</u>	<u>\$70,950.92</u>	
			Operating in Black for month and YTD

MT's Income will help cover some of Family's Loss.

Moon Tower's Reserve \$57,369.17

FAMILY

	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$79,247.85	\$691,495.69	Paid Audit Fees
Operating Expenses	\$63,154.76	\$783,643.76	Nothing out of the Ordinary
Net Revenue Income/(loss)	<u>\$16,093.09</u>	<u>(\$92,148.07)</u>	
			Operating in Black for month, red YTD
			<i>MT's Income \$70,950.92</i>
			<i>BB's Income \$4,304.99</i>
Family's remaining loss	<u>(\$16,892.16)</u>		Loss will be funded by Family's reserve
			Family Reserve \$322,958.20

BLUEBELL

	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$18,930.87	\$196,938.90	Paid Audit Fees
Operating Expenses	\$16,535.17	\$192,633.91	Nothing out of the Ordinary
Net Revenue Income/(loss)	<u>\$2,395.70</u>	<u>\$4,304.99</u>	
			Operating in Black for month and YTD

BB's Income will help cover some of Family's Loss

Bluebell's Reserve \$120,740.24

FINANCE COMMITTEE NOTES FOR:

Tuesday, March 19, 2013

BRENTWOOD

	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$27,671.68	\$344,856.23	Paid Audit Fees
Operating Expenses	\$63,522.39	\$408,406.63	Replaced 15 furnaces at BW (being covered by PY5 ECRM grant)
Net Revenue Income/(loss)	<u>(\$35,850.71)</u>	<u>(\$63,550.40)</u>	Paid for 2 electric water heaters for stock
			<i>Furnaces put BW in red for both month and YTD</i>
Brentwood's Reserve/Cash			\$342,231.00

PRAIRIELAND

	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$23,676.75	\$278,969.64	Paid Audit Fees
Operating Expenses	\$22,709.23	\$246,396.68	Paid utilities
Net Revenue Income/(loss)	<u>\$967.52</u>	<u>\$32,572.96</u>	
			<i>Operating in Black for month and YTD</i>
Prairieland's Replacement Reserve			\$114,096.04
Residual Receipts			\$74,264.08

HOUSING CHOICE VOUCHERS

<u>Admin.</u>	<u>Feb-13</u>	<u>Current YTD</u>	<u>Out of the ordinary:</u>
Operating Income	\$9,760.49	\$110,440.05	Paid Audit Fees
Operating Expenses	\$12,110.44	\$125,382.97	Paid inspections
Net Revenue Income/(loss)	<u>(\$2,349.95)</u>	<u>(\$14,942.92)</u>	
 <u>HAP</u>	 <u>Feb-13</u>	 <u>Current YTD</u>	 <u>Out of the ordinary:</u>
Operating Income	\$75,690.50	\$710,638.00	Paid Landlords for Sec 8 rents
Operating Expenses	\$82,357.00	\$863,034.04	
Net Revenue Income/(loss)	<u>(\$6,666.50)</u>	<u>(\$152,396.04)</u>	<i>Loss will be funded by HCV's NRA reserve</i>
 <i>Restricted Net Assets (NRA)</i>		<i>\$187,204.00</i>	<i>As of April 1, 2012</i>
	NRA	<u>\$34,807.96</u>	YTD

Created by Lee Lofing, Finance Coordinator, KCHA

**MINUTES OF THE MONTHLY MEETING
OF THE FINANCE COMMITTEE
OF THE KNOX COUNTY HOUSING AUTHORITY
March 19, 2013**

ROLL CALL

The regular meeting of the Finance Committee of the Knox County Housing Authority was called at 2:04 by Commissioner Allen. Attendance for the meeting was as follows:

KCHA Commissioners:

Present: Wayne Allen

Excused: Tom Dunker and Ben Burgland

Housing Authority Members:

Present: Derek Antoine, Executive Director
Lee Lofing, Finance Coordinator

Excused: Ben Burgland, Tom Dunker

FINANCIAL REPORT

The first item on the agenda was a review of February's 2013 Financial Reports. The committee received the operating statements for COCC, Moon Towers, Family, Bluebell, Brentwood, Prairieland, and Housing Choice Voucher. The committee then had a brief questioning and answering discussion of each of these statements (see the printout "Finance Committee Notes From"). After the discussion and review of the financial reports, they were said to look good.

ADJOURN

3:38

Respectfully submitted,

Lee J Lofing

Finance Coordinator

Date: 3/22/2013
Time: 1:38:37 PM
ll

Knox County Housing Authority
CLAIMS REPORT TOTALS
Febuary, 2013

Page: 1
Rpt File: f:\hms\reports\G

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	48,800.26	45,657.17	3,143.09	452,465.13
AMP002 - FAMILY	58,012.34	63,982.15	-5,969.81	730,869.07
AMP003 - BLUEBELL	14,647.48	15,860.62	-1,213.14	171,630.79
COCC	46,078.60	37,970.39	8,108.21	424,313.62
TOTAL LOW RENT	167,538.68	163,470.33	4,068.35	1,779,278.61
<u>A.H.P.</u>				
BRENTWOOD	58,443.99	15,758.14	42,685.85	349,351.27
PRAIRIELAND	18,119.24	19,494.76	-1,375.52	190,714.65
TOTAL A.H.P.	76,563.23	35,252.90	41,310.33	540,065.92
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,433.55	9,498.70	1,934.85	119,637.55
TOTAL HCV	11,433.55	9,498.70	1,934.85	119,637.55
<u>GRANTS</u>				
CAPITAL FUND GRANT '09	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '10	0.00	5,267.54	-5,267.54	124,321.26
CAPITAL FUND GRANT '11	0.00	0.00	0.00	401,100.33
CAPITAL FUND GRANT '12	26,877.15	0.00	26,877.15	308,834.12
ROSS SC GRANT '11	5,143.94	2,190.62	2,953.32	58,272.34
TOTAL GRANTS	32,021.09	7,458.16	24,562.93	892,528.05
TOTAL CLAIMS FOR MONTH	287,556.55	215,680.09	71,876.46	3,331,510.13

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
February, 2013

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	20,106.76	20,382.61	-275.85	227,414.65
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	9,075.00	6,412.50	2,662.50	94,422.50
Administrative Expenses	1,584.01	639.63	944.38	10,703.83
Teneant Services	0.00	58.00	-58.00	902.95
Utilities	14,878.11	14,265.58	612.53	70,979.22
Maintenance Supplies/Contracts	3,156.38	3,898.85	-742.47	47,751.58
Mileage	0.00	0.00	0.00	290.40
General Expenses	4,569.45	5,969.14	-1,399.69	71,056.10
Non-Routine Expense	0.00	179.45	-179.45	867.80
TOTAL MOON TOWERS CLAIMS	53,369.71	51,805.76	1,563.95	524,389.03
AMP002 - FAMILY				
Salaries	40,681.47	43,493.23	-2,811.76	521,374.51
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	9,793.46	6,937.50	2,855.96	101,768.01
Administrative Expenses	2,380.78	2,859.69	-478.91	24,687.11
Teneant Services	413.72	910.67	-496.95	14,667.29
Utilities	2,201.72	3,102.18	-900.46	21,825.26
Maintenance Supplies/Contracts	2,541.19	6,678.88	-4,137.69	46,480.29
Mileage	0.00	0.00	0.00	66.60
General Expenses	5,142.42	4,153.92	988.50	52,774.69
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	63,154.76	68,136.07	-4,981.31	783,643.76
AMP003 - BLUEBELL				
Salaries	8,262.20	8,128.78	133.42	95,132.63
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	2,739.65	1,872.60	867.05	28,541.05
Administrative Expenses	756.78	751.98	4.80	8,217.54
Teneant Services	0.00	0.00	0.00	586.98
Utilities	2,027.30	3,674.94	-1,647.64	23,448.60
Maintenance Supplies/Contracts	861.55	1,432.32	-570.77	15,437.99
Mileage	0.00	0.00	0.00	266.00
General Expenses	1,887.69	1,597.06	290.63	20,288.02
Non-Routine Expenses	0.00	0.00	0.00	715.10
TOTAL BLUEBELL CLAIMS	16,535.17	17,457.68	-922.51	192,633.91
COCC				
Salaries	28,462.99	31,028.69	-2,565.70	350,525.43
Employee W/H Payments	-192.49	-1,024.18	831.69	1,008.62
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	15,305.99	7,019.81	8,286.18	64,280.25
Teneant Services	0.00	0.00	0.00	30.00
Utilities	639.65	678.72	-39.07	4,026.31
Maintenance Supplies/Contracts	1,862.46	267.35	1,595.11	4,443.01
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,137.93	-1,786.78	3,924.71	11,016.61
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	48,216.53	36,183.61	12,032.92	435,330.23
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	97,513.42	103,033.31	-5,519.89	1,194,447.22
Employee W/H Payments	-192.49	-1,024.18	831.69	1,008.62
Management Fees	21,608.11	15,222.60	6,385.51	224,731.56
Administrative Expenses	20,027.56	11,271.11	8,756.45	107,888.73
Teneant Services	413.72	968.67	-554.95	16,187.22
Utilities	19,746.78	21,721.42	-1,974.64	120,279.39
Maintenance Supplies	8,421.58	12,277.40	-3,855.82	114,112.87
Mileage	0.00	0.00	0.00	623.00
General Expenses	13,737.49	9,933.34	3,804.15	155,135.42
Non-Routine Expenses	0.00	179.45	-179.45	1,582.90
TOTAL LOW RENT CLAIMS	181,276.17	173,583.12	7,693.05	1,935,996.93

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
Febuary, 2013

	Current Period	Last Year Same Period	Variance
CFG 2009 - \$810,612			
Fees & Costs	0.00	0.00	0.00
Site Improvements	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2009 CLAIMS	0.00	0.00	0.00
CFG 2010 - \$807,886			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	3,000.00	-3,000.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	312.54	-312.54
Dwelling Equipment	0.00	1,955.00	-1,955.00
Non Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2010 CLAIMS	0.00	5,267.54	-5,267.54
CFG 2011 - \$671,671			
Admin. / Operations	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00
TOTAL CFG 2011 CLAIMS	0.00	0.00	0.00
CFG 2012 - \$668,600			
Admin. / Operations	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00
Dwelling Structure	24,379.59	0.00	24,379.59
Dwelling Equipment	2,171.00	0.00	2,171.00
Non-Dwelling Equipment	326.56	0.00	326.56
TOTAL CFG 2012 CLAIMS	26,877.15	0.00	26,877.15
TOTAL CFG GRANT(S) CLAIMS	26,877.15	5,267.54	21,609.61
ROSS SC GRANT - \$240,000			
Salaries	4,727.80	1,218.00	3,509.80
Administrative	307.14	972.62	-665.48
TOTAL ROSS SC CLAIMS	5,034.94	2,190.62	2,844.32

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
Febuary, 2013

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	7,639.81	7,310.10	329.71
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,620.27	2,730.00	890.27
Administrative Expenses	946.66	809.24	137.42
Utilities	827.84	972.39	-144.55
Maintenance Supplies/Contracts	45,409.41	3,936.41	41,473.00
TOTAL BRENTWOOD CLAIMS	58,443.99	15,758.14	42,685.85

PRAIRIELAND			
Salaries	7,639.64	7,309.93	329.71
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,312.27	2,418.00	894.27
Administrative Expenses	550.62	510.21	40.41
Utilities	5,423.14	4,860.17	562.97
Maintenance Supplies/Contracts	1,193.57	4,396.45	-3,202.88
TOTAL PRAIRIELAND CLAIMS	18,119.24	19,494.76	-1,375.52

AHP - BRENTWOOD & PRAIRIELAND			
Salaries	15,279.45	14,620.03	659.42
Employee W/H Payments	0.00	0.00	0.00
Management Fees	6,932.54	5,148.00	1,784.54
Administrative Expenses	1,497.28	1,319.45	177.83
Utilities	6,250.98	5,832.56	418.42
Maintenance Supplies	46,602.98	8,332.86	38,270.12
TOTAL AHP CLAIMS	76,563.23	35,252.90	41,310.33

HOUSING CHOICE VOUCHER - HCV			
Salaries	5,093.19	5,025.91	67.28
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,380.04	3,979.00	1,401.04
Administrative Expenses	960.32	493.79	466.53
TOTAL HCV CLAIMS	11,433.55	9,498.70	1,934.85