

### How to apply:

Apply online at:  
[phelpsko.housingmanager.com](http://phelpsko.housingmanager.com)

You may print the application from our website at <https://www.meramecregion.org/phelps-county-pha> or pick up an application at either entrance at the MRPC office.

Paper applications will be received by U.S. Mail or dropped in the PHA drop box outside the south entrance at the MRPC office at #4 Industrial Drive, St. James, MO 65559. If the application is incomplete, it will be mailed back to the applicant to complete and return. Applications will be placed on the waiting list, by the date the completed application is submitted. All adult household members must sign where indicated.

### Directions:

**From I-44** - take exit #195 at St. James and go south on Hwy 68. Turn left on Rt. KK. Go 7/10th of a mile. Turn left on Springfield Road. Turn right on Industrial Dr.

**From the south** - take Hwy 68 to St. James, after crossing the railroad tracks, turn right at the stoplight onto Rt. KK. Go 7/10th of a mile. Turn left on Springfield Road. Turn right on Industrial Dr.

The PHA is located in the Meramec Regional Planning Commission building, the fourth building on the right. Please use the south entrance.



### Equal Opportunity Housing Agency

The Phelps County Public Housing Agency is an Equal Opportunity Housing Agency serving Crawford, Dent, Gasconade, Maries, Phelps and Washington Counties, with the exception of the City of Rolla, which has its own Housing Authority.



### Fair Housing Hotline

1-800-669-9777

### Reasonable Accommodation

If you or anyone in your family is a person with disabilities who requires a specific accommodation to fully utilize our programs and services, please contact Donald Keeney at 573-265-4200.

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For more information please contact:

### Phelps County PHA

#4 Industrial Drive

St. James, MO 65559

Phone: 573-265-4200

Fax: 573-265-3550

[meramecregion.org](http://meramecregion.org)

Apply online at:

[phelpsko.housingmanager.com](http://phelpsko.housingmanager.com)

Email: [dkeeney@meramecregion.org](mailto:dkeeney@meramecregion.org)

Office Hours: Monday through Friday

8 am to 4:30 pm



## Phelps County PHA



### Housing Choice Voucher Program

### Tenant Information

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## What is the Housing Choice Voucher Program?

The Phelps County Public Housing Agency (PHA) through the Department of Housing and Urban Development (HUD) Housing Choice Voucher program, can help pay rent for very-low income renters so that they can live in decent, safe and sanitary housing.

The rental assistance is based on your income. Generally, you will pay 30 percent of your income towards the rent and utilities. You will not pay more than 40 percent of your income at the initial lease signing.

## Where does the PHA provide these services?

The Phelps County PHA serves the counties of Crawford, Dent, Gasconade, Maries, Phelps and Washington and their cities, except the city of Rolla.

## How does the program work?

You will need to fill out an application for the waiting list. When you meet all the eligibility requirements, you will be placed on a waiting list, by the date and time of your application. If you live outside of our jurisdiction, you must specify what county you want to live in.

When funds become available, you will receive a letter, and you must reply within the time specified. An appointment will be scheduled for you to receive your Voucher. Once you have your Voucher, you will have 120 days to locate a unit.



When you find an eligible unit, we will inspect it to make sure it meets HUD Housing Quality Standards (HQS). If the unit passes inspection, an appointment will be scheduled to complete the lease paperwork. If the unit does not pass inspection, we will give the landlord time to bring the unit up to HQS.

## When will the rent start?

The effective date of the Housing Assistance Payments Contract will be determined as follows: If the unit passes inspection and all of the paperwork is completed in a timely manner, the assistance will be prorated for that month; if the paperwork is not completed in a timely manner or if the unit passes after the 15th of the month, the assistance will start at the first of the next month.



## Who is eligible for the assistance?

- Your income must be under the HUD income limit, listed below.
- The head of household must be at least 18 years old. Some exceptions may apply.
- Other requirements may apply to your household.



## Who is not eligible for the program?

- A household member who has been involved in drug related and/or violent criminal activity within the past three years. The PHA will admit an otherwise-eligible family who, within the past 3 years for drug-related criminal activity, if the PHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by the PHA, or the person who committed the crime, is no longer living in the household.
- A household member who is subject to a lifetime registration requirement under a state sex offender registration program.
- A household member who has manufactured meth in the past 5 years.
- Someone who has interest in the rental property.
- A household member who has left the Voucher program in bad standing within the past year.
- A household member who owes money to any HUD Voucher, Section 8 or Public Housing Agency.
- Other restrictions may apply.



Income Limits	Number of Family Members							
	1	2	3	4	5	6	7	8
County You Live In								
Crawford, Dent and Washington	\$23,350	\$26,650	\$30,000	\$33,300	\$36,000	\$38,650	\$41,300	\$44,000
Gasconade	\$27,450	\$31,400	\$35,300	\$39,200	\$42,350	\$45,500	\$48,650	\$51,750
Maries	\$24,800	\$28,350	\$31,900	\$35,400	\$38,250	\$41,100	\$43,900	\$46,750
Phelps	\$25,050	\$28,600	\$32,200	\$35,750	\$38,650	\$41,500	\$44,350	\$47,200
Sullivan City Limits	\$35,200	\$40,200	\$45,250	\$50,250	\$54,300	\$58,300	\$62,350	\$63,350