# SHA TIMES

#### **Springfield Housing Authority**

#### **2024 SPRING QUARTER ISSUE 1**

# From The Executive Director's Desk

# APRIL IS FAIR HOUSING MONTH!



# Happy Spring SHA families and partners!!

All months of the year are important; however, April is especially important in the history of housing. In April 1968 the Fair Housing Act was signed into law. The need for federal fair housing legislation evolved out of a long history of discriminatory housing practices in the United States. The Act states: "It is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States" (Pub. L. 90–284, title VIII, §801, Apr. 11, 1968, 82 Stat. 81.).



On April 4, 1968, Dr. Martin Luther King, Jr. was assassinated. On April 11, 1968 President Johnson signed the Fair Housing Act into law. The enactment of the federal Fair Housing Act on April 11, 1968, came only after a long and difficult journey. Intended as a follow-up to the Civil Rights Act of 1964, the bill was the subject of a contentious debate in the Senate, but passed quickly by the House of Representatives just seven days after the assassination of the civil rights leader.

The Civil Rights Act of 1968, more commonly known as the Fair Housing Act, was the third major civil rights law passed in the 1960s. It followed the Civil Rights Act of 1964, which outlawed discrimination and Jim Crow segregation in employment, schools and public places, and the Voting Rights Act of 1965, which outlawed racial discrimination in voting. The Fair Housing Act stands as the final great legislative achievement of the civil rights era. Despite the historic nature of the Fair Housing Act, and its stature as the last major act of legislation of the civil rights movement, in practice housing remained segregated in many areas of the United States in the years that followed.

Today, more protected classes are included in the Fair Housing Act, and many of our communities are more diverse and welcoming than they were in 1968. However, we recognize that fair housing laws are crucial, because where you live affects everything else in your life—your health, access to education, opportunities for employment, etc.

As such, because housing discrimination and segregation continue to persist in varied forms nationwide, we remain vigilant fighting to eliminate housing discrimination and create equal opportunity in every community. It is not lost upon us that even in 2024, we still have a long way to go to build truly inclusive, equitable communities, working towards a more integrated society where everyone has equal access to opportunity.

Respectfully Submitted, Jackie L. Newman Dr. Jackie L. Newman Executive Director – Springfield Housing Authority

# WHAT is Section 3?

The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to lowand very low-income persons.

# Below are commonly used terms and tools that support Section 3 activities

# Section 3 Worker

Currently or in the past 5 years, the worker meets at least one of the following:

- Income is below the income limit set by HUD
- Employed by a Section 3 Business
- YouthBuild Participant

# **Section 3 Business**

Meets at least one of the following:

- Is at least 51% owned and controlled by low-or very low-income persons
- Over 75% of labor hours are performed by Section 3 workers (over the prior 3 month period)
- 51% owned by public housing residents or residents currently in Section 8-assisted housing

# **Business Registry**

The Business Registry is an online registry where businesses self-certify they are eligible to be Section 3 and register their business as such. The registry allows grant recipients to search for businesses in their area for specific project needs.

# **Benchmarks**

25% of all labor generated by certain HUD funds will, to the greatest extent feasible, go to Section 3 workers, and 5% of the total labor will be performed by Targeted Section 3 workers

If recipients are unable to meet this benchmark, they must report on qualitative metrics such as outreach efforts, job fairs, providing technical assistance to help applicants compete for jobs, providing training and apprenticeship opportunities, etc.

# **Targeted Section 3 Worker**

Currently or in the past 5 years, the worker meets at least one of the following:

- Employed by a Section 3 Business
- Resident of public housing or Section 8 recipient
- YouthBuild Participant
- For HCD Projects: Worker lives within the service
- area or neighborhood of the project

# **Opportunity Portal**

Connecting workers to employers, and employers to contracts

The Opportunity Portal is a digital portal where employers can post job opportunities, workers can apply for jobs or post their resume, and grant recipients can post contract opportunities for employers/businesses to bid on.

# **Verification Process**

HUD does not verify that all registered Section 3 businesses meet eligibility and qualifications. Grant recipients and general contractors will process this verification through documentation collection at the time of contract.

# **Additional Resources**

Frequently Asked Questions HUD Section 3 Home Page **Opportunity Portal** Business Registry HUD Income Limits HUD Exchange: On-Demand Training and Res



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CONTRACT

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U.S. Department of Housing and Urban Development; 24 CFR Part 75



Contact Section3@hud.gov if you have any questions

# Interested in Improving Your Credit Score?

The Springfield Housing Authority, through the HUD Moving to Work Initiative, is **excited** to announce a that the SHA will report program positive rent paying practices to the three credit bureaus to assist housing families public in improving their credit scores!

Learn how **YOU** can participate and join us for informational sessions about this exciting new program on the following dates and times:

Monday, April 22, 2024, at 3:00pm SHA Administrative Office

Tuesday, April 23, 2024 at 5:00 pm, Brandon Drive Office

Wednesday, April 24, 2024 at 5:00 pm, Hildebrandt Community Room

Thursday, April 25, 2024 at 5:00pm, Johnson Park Office



Space in the

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Program is LIMITED!

# Now Leasing **Brand New Apartments**

# **Poplar Place**



Brand new apartments at Poplar Place are now available to lease! The new apartments will include modern interior finishes, new lighting and heating systems, large windows delivering generous natural light throughout and a full suite of brandnew appliances. A new community center will be at the center of the site, and a community room with a full kitchen will be available to residents for gatherings and events. In addition, over

2.5 acres of green space will offer community space for gathering and social interaction, along with walking paths and a playground.

If you believe your income qualifies for an affordable unit and you are interested in living at Poplar Place, please contact us.

#### Approximate Monthly Rent:<sup>(1)</sup>

2 Bedroom	\$800
3 Bedroom	\$900
4 Bedroom	\$925

#### Maximum Income Limit:<sup>(2)</sup>

1 Person Household	\$41,760
2 Person Household	\$44,700
3 Person Household	\$47,700
4 Person Household	\$49,650
5 Person Household	\$64,380
6 Person Household	\$69,120
7 Person Household	\$73,920
8 Person Household	\$78,660

#### **Community Features and Amenities**

- BRAND NEW MODERN INTERIORS
- NEW WHIRLPOOL STAINLESS STEEL **APPLIANCES INCLUDING 30" REFRIGERATOR** WITH FREEZER AND RANGE
- WIDE PLANK FLOORING THROUGHOUT
- COMMUNITY CENTER
- PLAYGROUND AREA
- **PET-FRIENDLY**
- 2.5 ACRES OF GREEN SPACE

#### For more information and to register for our waitlist, see below.

#### Email: WAITLIST@RELATED.COM

- All rental rates are subject to change at any time.
  The maximum income limits are determined by the Department of Housing and Urban Development
- for each metropolitan statistical area and published annually

Poplar Place is an Equal Housing Opportunity provider and does not discriminate on the basis of disability in the admission or access to or treatment or employment in its federally assisted programs and activities. A senior executive has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June, 1988). You may address your request for review or reconsideration to: Fair Housing Officer, Related Management Company, L.P., 423 W. 55th Street, 9th Floor, NY, NY 1001, (646) 767.3253, NY TTTY 1-800-662-1220.



Call: (217) 523-7174

# Madison Park Place Rehab



Madison Park Place is ready to Spring into its first phase of completion! This will bring 16 refreshed and renewed homes for families here in our area.

With Phase 1 almost in the books, we are looking forward to Phase 2. We invite you to drive by and take a look at the new exteriors on the corners between 14<sup>th</sup> St. and Federal Way on East Reynolds.

Please stay tuned to our newsletter to get information about the continued progress of this comprehensive renovation !



# **Health & Awareness**

A stomach virus known as the norovirus is spreading across the Northeast region of the United States, according to data from the Centers for Disease Control and Prevention (CDC).



The three-week average positive tests for norovirus in the region reached 13.9 percent in recent weeks and held above a 10 percent positive rate since the middle of December 2023.

While the Northeast is experiencing a high number of positive norovirus cases, <u>CDC</u> <u>data show</u> that other regions are seeing positive tests in recent weeks too. The South has 9.5 percent, the Midwest has hovered around 10 percent and the West has about 12 percent.

Norovirus is the leading cause of vomiting and diarrhea and foodborne illness in the United States, the CDC said. People of all ages can become infected and the illness spreads "very easily and quickly."

The CDC said that people can contract norovirus many times in their lifetime because there are many different types of the virus. Becoming infected with "one type of norovirus may not protect you against other types," the advisory said.

People may develop protection against specific types of norovirus, but it's not known how long a protection may last.

Outbreaks occur most frequently during late fall, winter, and early spring. Symptoms also include fever, headache, dehydration and body aches.

The CDC recommends washing your hands well with soap and water, cleaning and disinfecting surfaces with bleach, and washing laundry with hot water to prevent the spread of norovirus.

There are 19 to 21 million illnesses in the U.S. due to norovirus each year, most commonly between November and April. There are about 109,000 hospitalizations each year and 900 deaths, most commonly among older adults, <u>the CDC said</u>.

# **SHA New Employees & Staff Recognition**



Dorothy Barnes Inspector

**Jamecia Waters** 

**HCV Specialist** 



Kelly Brown Asset Manager



Micheal Spann Journeyperson Painter



Alan Brinkoetter Construction Manager



Kamisha Benton HCV Specialist



Bridget Finn FSS Specialist



Caretaker (AMP 1)



Zalon Scott Caretaker (AMP 1)



Johnny Traylor Caretaker (MPP)



Quincy Tyler Hi-Rise Custodian



Maura Sullivan Management Associate



Sean Griffiths HI-Rise Custodian (Bosnansinga)



EMPLOYEE OF THE 3rd QUARTER Ron Zumwalt Homeownership Coordinator Congratulations!

Congratulations

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Hillary Haney HCV Specials (Programs Coordinator)



**EMPLOYEE OF THE 4th QUARTER** Rikki Williams FSS Specialist

# **SHA Employment Opportunities**



# Together Everyone Achieves More

#### **SECTION 3 PROGRAM:**

#### **Springfield Housing Authority's Career**

The Springfield Housing Authority (SHA) is an Employment Opportunity employer. The Equal SHA team consists of a diverse workforce of approximately sixty-three (63) full-time employees and two (2) part-time employees, committed to our mission of providing decent, safe, and sanitary housing at an affordable cost for low, and moderate -income families and individuals. We are dedicated to providing well-managed, well-maintained, and high quality housing. Our focus is to build communities and neighborhoods which promote selfsufficiency. The administrative support staff, housing professionals, and maintenance staff all contribute to fulfilling this mission and provide outstanding service to our community.

The Springfield Housing Authority is committed to providing quality housing and economic opportunities for our residents, as well as other qualified low and very low-income persons who permanently reside in Sangamon County. Individuals are strongly encouraged to apply as part of SHA's Section 3 Program. The Section 3 Program is a provision of the Housing and Urban Development Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency.

#### **REWARDS OF EMPLOYMENT:**

SHA employees enjoy a rewarding, challenging, and professional environment in addition to a healthy work life balance. Employees are afforded the opportunity to learn from experienced housing professionals, complete training, and continue educational goals in order to grow professionally and achieve their maximum potential.

#### **BENEFITS**

The Springfield Housing Authority offers a competitive total compensation package which includes the following benefits to eligible employees:

Vacation – begins at 12 days annually; Sick – 12 days annually; Holidays – 14 days annually; Medical, Dental, Vision and Life insurance; Retirement is contributed by SHA at 11.5% of an employee's salary; and an Employee Assistance Plan.

Caretaker Maintenance Caretaker HCV Specialist Part-Time HR Assistant Hi Rise Custodian Family Self - Sufficiency Specialist

www.springfieldhousingauthority.org

# Family Self Sufficiency & Homeownership Programs

Did you know that the Springfield Housing Authority's Family Self-Sufficiency (FSS) Program is available to assist you toward your goals of education, employment, and beyond? Coaches Bridget Finn, Paula Mitchell, and Rikki Williams want to help you map out a training plan that will lead to suitable employment and help you to become free of cash welfare assistance.

Have another goal you'd like to achieve, as well? They are ready to connect you with the best available resources to help you get that GED, start the small business you've always dreamed of, or get that job certification that will lead to more money and more opportunities— whatever it is that will support your journey to self-sufficiency!

Oh wait—there's one more thing! As your employment opportunities expand and your earned income increases, you can build a personal savings account called "escrow" that will be available to you upon successful completion of the FSS Program. Now that's truly a "First Place" finish!

Accountability? Encouragement? Savings? Sounds like the perfect opportunity for YOU! Let us know you are interested by completing an FSS Interest Form at the SHA Administrative Office or print one from our website: <u>http://springfieldhousingauthority.org/fss.aspx</u>.



# **FSS Specialists:**

A-D Caseload: Paula Mitchell E-K Caseload: Rikki Williams L-R Caseload: Bridget Finn and Rikki Williams S-Z Caseload: Bridget Finn



# HOMEOWNERSHIP DEPARTMENT

SHA's Homeownership Coordinator and HUD-Certified Housing Counselor, Ron Zumwalt will host Homebuyer Education Seminars on Saturdays throughout 2024. Any individual preparing to purchase a home in the near future can benefit from this two-session workshop. Topics covered include: credit and budgeting, working with a lender and a REALTOR, downpayment assistance, and much more! If you or someone you serve would like to attend this free event, reach out to Ron at <u>RonZ@sha1.org</u> or give him a call at 217-753-5757 ext. 209.

May 11, 2024 May 18, 2024

June 22, 2024 June 29, 2024 <u>Upcoming Dates:</u> 10:30am–2:30pm 10:30am–2:30pm

10:30am-2:30pm 10:30am-2:30pm

August 10, 202410:30am-2:30pmAugust 17, 202410:30am-2:30pm

Credit & Budget Skills The Homebuying Process

Credit & Budget Skills The Homebuying Process

Credit & Budget Skills The Homebuying Process

# **Affordable Housing**

#### DIRECT DEBIT

Make your rent a priority each month, as the eviction process will be followed to keep tenant accounts paid-in-full each month per HUD regulations. Those who leave with a balance will be reported to HUD's Enterprise Income Verification (*EIV*) System. This means those with balances will not be allowed to receive assistance from another housing authority until any past balances are paid-in-full.

Direct debits are processed on the 5th, however, it may take up to 2 weeks for you to see the debit from your account. You will not be held responsible for any late fees and save money on checks/money orders and transportation. Enjoy the benefits and savings of utilizing our direct debit program. Direct debit may be utilized on any debit card. Call Accounts Receivable to sign up today at **217.753.5757 Ext 227** or visit our website.

#### **INCOME CHANGES**

Be sure to report **ALL** household income, including temporary employment, unemployment, child support, social security and/or TANF. In addition, be sure to report any decrease in income including no income. Income changes for all residents are accepted from **8:30 am to 11:30 am or 1:00 pm to 4:00 pm.** Your Occupancy Specialist will verify the total income, including unreported income. **SHA has several resources to discover income and any unreported income will be subject to repayment agreement or possible eviction.** Your rental payments will be based on the household's total income.

#### CHECK YOUR BALANCE ONLINE

To check your current balance, visit our web-site at www.springfieldhousingauthority.org

The Username is the Head of Household's Last Name. The Password is the Head of Households last four digits of their Social Security Number. For more information, contact Accounts Receivable at 217.753.5757 Ext 227.

#### WALK-IN HOURS FOR CURRENT RESIDENTS Wed. 8:00 am to 11:30 am or 1:00 pm to 4:00 pm

#### PH OCCUPANCY SPECIALISTS

AMP 1 & 4	AMP 3
Ext 257	Ext 217
AMP 2 & 7	AMP 9 (VILLAS)
Ext 202	Ext 256

#### **YARD WORK**

Family scattered site homes are responsible for cutting their own grass. This needs to be completed weekly during the Spring and Summer months and as needed during the fall. Failure to complete this task will result in a noncompliance letter and a charge of \$100.00 to the resident. In addition, if your unit gets tagged by the City of Springfield, you will also be responsible for that fee.

#### WASTE REMOVAL

Please note that regularly scheduled waste pick-up may be delayed due to holidays or weather. To ensure timely pickup, please make sure that your totes are in their designated pickup location prior to 7 am on your scheduled pickup day. The location must be free of any obstructions as this may cause a delay in service if Republic Services determines that it is not safe. To report a missed pickup, please contact Republic Services at 217-522-7797.

#### PEST CONTROL

If pest control is scheduled to treat your unit, and the unit is not properly prepped and ready for the service, there will be a \$100.00 charge assessed to the resident. Failure to prepare for treatment or refusing to allow pest control to treat the unit will result in a \$100.00 charge and a noncompliance letter.

#### AFFORDABLE HOUSING APPLICATIONS

Applications for Affordable Housing, including Lincolnwood Estates, the Villas at Vinegar Hill, and Madison/Park Place are accepted every **Monday & Tuesday from 8:30 am to 11:30 am or 1:00 pm to 4:00 pm.** All applications **MUST** be submitted in person. Telephone, mail, internet, and fax applications will **NOT** be accepted. For information on what documents to bring with your application, please visit our website.

# **Housing Choice Voucher**

### WALK-IN HOURS FOR TENANTS & LANDLORD

**Mondays** 1:00 pm-4:00 pm

#### Wednesdays

8:30 am-11:30 am 1:00 pm-4:00 pm

**NOTE:** Paperwork must always be given to your specialist. It **CANNOT** be dropped off at the front desk.

#### SHA CLOSING WAITING LIST FOR SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The Springfield Housing Authority will <u>**CLOSE**</u> the Section 8 Housing Choice Voucher waiting lists effective <u>**TUESDAY, MAY 28, 2024.**</u>

The final date the SHA will accept applications for Section 8 Housing Choice Voucher and Mainstream programs will be **TUESDAY, MAY 28, 2024**.

The Section 8 Housing Choice Voucher waiting list will be closed until further notice. Application for special program/projects will be accepted by referral only.

The posting period regarding the closure of the Section 8 Housing Choice Voucher waiting list is Monday, April 29, 2024 to Tuesday, May 28, 2024.



If your income increases or decreases by \$100, you **MUST** report it to your specialist. If you are reporting a new job, you must report it the month following your hire date.

Five (5) paychecks are **NOT** needed to report new income as staff have processes to verify new income.

#### **FAMILY CHANGES**

All family members **MUST** be approved by SHA prior to moving in. In the case of birth or adoption of children, you must notify your caseworker. Family composition changes can be requested in person during regular walk-in hours.

#### **30 - DAY NOTICES**

All tenants interested in moving MUST submit a 30-day notice during the following dates and times only:

#### **TO MOVE MAY 1, 2024:**

Monday, March 25, 2024 1:00 pm - 4:00 pm Wednesday, March 27, 2024 8:30 am-11:30 am & 1:00 pm-4:00 pm

#### **TO MOVE JUNE 1, 2024:**

Wednesday, November 22, 2023 8:30 am-11:30 am & 1:00 pm-4:00 pm Monday, November 27, 2023 1:00 pm - 4:00 pm

#### **TO MOVE JULY 1, 2024:**

Wednesday, May 20, 2024 8:30 am-11:30 am & 1:00 pm-4:00 pm Wednesday, May 29, 2024 8:30 am-11:30 am & 1:00 pm-4:00 pm

#### HAP & UTILITY PAYMENTS

All HAP and utility payments are processed during the first five business days of the month. Please wait until after **the FIFTH (5TH) business day** before you call to check on a payment.

## **ONLINE PAYMENT INFORMATION**

Please visit the "LANDLORD" section of our website to review and confirm electronic payments. To retrieve your username, password or ask a question regarding our program call **217.753.5757 Ext 219**.



# Landlord Corner

On January 30th, the Springfield Housing Authority hosted a landlord workshop aimed at increasing awareness of the new NSPIRE protocol. The workshop served as an informative session to educate landlords about the updated standards and regulations. Attendees gained valuable insights into the NSPIRE protocol, which focuses on improving the quality and safety of housing units. Through discussions and presentations, landlords learned about the importance of compliance and how adhering to these standards benefits both tenants and property owners.

# **Procurement & Contracting**

On March 26, 2024, the Springfield Housing Authority Modernization and Development and Procurement staff presented a "Building Together" Contractor's workshop. Attendees were provided with information about 2024 contracting opportunities, how to contract with the SHA, and how to complete necessary federal forms.

Contractors interested in doing business with the Springfield Housing Authority can register for large scale public bid projects through the SHA's website at <u>Springfield Housing Authority Procurement</u>. For all other questions or to register a company for small procurements, please contact staff at:

- Troy Boyer, Director MOD/Development, ext. 365
- Alan Brinkoetter, Construction Manager, ext. 343
- Ligia Anderson, Contract Administrator, ext. 311
- Robb Stark, Procurement Specialist, ext. 232

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	2024 Planned Construction Work Items:					
	Parking Lots/Paving-(Gaines Mill, Adams, Villas, 200)	April	Energy Locking Thermostat Installation	April		
	Villas Lobby Upgrades	April	Domestic Water Lines	May		
	Asbestos Remediation	May	Tuckpointing Bonansinga	June		
	Bonansinga Lobby Upgrades	June	HVAC Replacements-AMP 1 Scattered Sites	June		
	Kitchen/Bathrooms/Flooring - AMP 4	July	Storage Shed Replacements - AMP 1	August		
	Electrical Panel Upgrades (Stanton, Seven Pines, Gaines Mill)	October	Johnson Park-Siding/ Windows/Doors	October		
	Gazebo Installation -(Villas) October	October				
-	2024 Planned Service Contracts:					

June

Snowplowing





# **ROSS Program & Rent Reminders**

Adrienne Kipp adriennek@SHA1.org 217-753-5757 ext. 420

# **ROSS PROGRAM**

Do You Live in the High-Rises? Need Help? ROSS Coordinator can help with; Filling out paperwork Applying/Referrals to Services Housekeeping Issues Job Hunting Finding Community Resources Just need an Advocate!!!!!!!!! Contact Adrienne Kipp or fill out a form with the Building Manager to schedule an appointment



## **MONEY ORDERS / CASHIER CHECKS**

- Sign and print your name legibly
- Make sure your address is printed on document
- Keep the receipt for your records



Money Orders can be reissued immediately with a minimal charge (At Location of Purchase)

Cashier checks cannot be re<mark>issued for 90 days and may have a charge (At Location of Purch</mark>ase)

# MAKE RENT YOUR <u>FIRST</u> PRIORITY.

Please ensure your acco<mark>u</mark>nt is pa<mark>i</mark>d in full.

PLEASE VISIT THE SHA WEBSITE FOR UPDATES

www.springfieldhousingauthority.org

# How Are We Doing

How has your experience been in the Affordable Housing or Housing Choice Voucher Program?

Springfield Housing Authority would like to add your positive story or testimony in our Quarterly resident newsletter.

TELL US HOW WE ARE DOING

SCAN QR CODE FOR SURVEY

PLEASE VISIT www.springfieldhousingauthority.org/survey.aspx **TAKE TIME TO COMPLETE A SURVEY TODAY!** 

# **Announcements & Upcoming Events**

**Strong Families Resident's Fair** Friday, June 14, 2024 12:00pm – 3:00pm Madison Park Place



National Night Out Tuesday, August 6, 2024 Johnson Park Place, Brandon Drive, Bonansinga, Hildebrandt, and The Villas

Join us for an afternoon of food, family activities, and connections to area resources. Giveaways and prizes, local vendors, music, and MORE!

# SHA OFFICES WILL BE CLOSED

Memorial Day

Monday, May 27, 2024

Juneteenth

Wednesday, June 19, 2024

Independence Day

Thursday, July 4, 2024

SPRINGFIELD HOUSING AUTHORITY WOULD LIKE TO THANK YOU FOR YOUR VISIT OR CA

For more information:

**Call:** 217-753-5757

Email: evonites@sha1.org

Subject Line: Newsletter Story







PRSRT STD U.S. POSTAGE PAID SPRINGFIELD IL PERMIT NO 66

Dr. Jackie L. Newman, Executive Director

200 North 11th St Springfield, IL 62703



(P) 217-753-5757 (F) 217-753-5799

www.springfieldhousingauthority.org

<<IM Barcode>>

<<Endorsement Line>> <<Tray Number>> <<Bundle Number>> <<Sort Position>> <<FULL NAME>> <<ADDRESS LINE 1>> <<ADDRESS LINE 2>> <<CITY>>, <<STATE>> <<ZIP CODE>>

