

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: City of Peoria Housing Authority

PHA Number: AZ038

PHA Fiscal Year Beginning: (mm/yyyy) 07/2000

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

Providing the area's best possible affordable housing. Providing and maintaining safe, quality housing in a cost-effective manner. Expanding our program by participation with others, rental assistance and other related services are provided to our community in a non-discriminatory manner.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of those goals and objectives as their own or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR GOALS AND OBJECTIVES WITHIN THE 5 YEARS. (Quantifiable measures would include such as: numbers of families served or PHAS scores achieved.) PHAs should

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.
PHA Goal: Expand the supply of assisted housing.

- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:

_____ Other: (list below)

_____ PHA Goal: Increase assisted housing choices

Objectives:

_____ Provide voucher mobility counseling:

_____ Conduct outreach efforts to potential voucher landlords

_____ Increase voucher payment standards

_____ Implement voucher homeownership program:

_____ Implement public housing or other homeownership programs:

_____ Implement public housing site-based waiting lists:

_____ Convert public housing to vouchers:

_____ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

_____ PHA Goal: Provide an improved living environment

Objectives:

_____ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

_____ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

_____ Implement public housing security improvements:

_____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

_____ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

_____ PHA Goal: Promote self-sufficiency and asset development of assisted

Objectives:

_____ Increase the number and percentage of employed persons in assisted families:

_____ Provide or attract supportive services to improve assistance recipients' employability:

_____ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

_____ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

_____ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- _____ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- _____ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- _____ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- _____ Other: (list below)

Other PHA Goals and Objectives: (list below)

The goals and objectives adopted by the City of Peoria Housing Authority are:

Goal One: Manage the City of Peoria Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

1. HUD shall recognize the City of Peoria Housing Authority as a high performer by December 31, 2004.
2. The City of Peoria Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2004.
3. The City of Peoria Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Provide a safe and secure environment in the City of Peoria Housing Authority's public housing development.

Objectives:

1. The City of Peoria Housing Authority shall reduce crime in its development so that the crime rate is less than their surrounding neighborhood by December 31, 2004.
2. The City of Peoria Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the type of crime that occurs near our development and create strategies for identifying and reducing this problem.
3. The City of Peoria Housing Authority shall reduce its evictions due to violations of criminal laws by December 31, 2004, through an aggressive screening process.

Goal Three: Expand the range and quality of housing choices available to participants in the City of Peoria Housing Authority's tenant-based assistance program.

Objectives:

1. The City of Peoria Housing Authority shall establish an array of programs available to help people use its tenant-based program to become homeowners by December 31, 2004.
2. The City of Peoria Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
3. The City of Peoria Housing Authority will attract 25 new landlords who want to participate in the program by December 31, 2004.

**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

EXECUTIVE SUMMARY

The City of Peoria Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following Mission Statement to guide the activities of the City of Peoria Housing Authority.

The Mission Statement of the City of Peoria Housing Authority is:

Providing the area's best possible affordable housing. Providing and maintaining safe, quality housing in a cost-effective manner. Expanding our program by participation with others, rental assistance and other related services are provided to our community in a non-discriminatory manner.

FIVE YEAR GOALS

The goals and objectives adopted by the City of Peoria Housing Authority are:

Goal One: Manage the City of Peoria Housing Authority's existing public housing in an

efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

4. HUD shall recognize the City of Peoria Housing Authority as a high performer by December 31, 2004.
5. The City of Peoria Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2004.
6. The City of Peoria Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Provide a safe and secure environment in the City of Peoria Housing Authority's public housing development.

Objectives:

1. The City of Peoria Housing Authority shall reduce crime in its development so that the crime rate is less than their surrounding neighborhood by December 31, 2004.
2. The City of Peoria Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the type of crime that occurs near our development and create strategies for identifying and reducing this problem.
3. The City of Peoria Housing Authority shall reduce its evictions due to violations of criminal laws by December 31, 2004, through an aggressive screening process.

Goal Three: Expand the range and quality of housing choices available to participants in the City of Peoria Housing Authority's tenant-based assistance program.

Objectives:

1. The City of Peoria Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
2. The City of Peoria Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
3. The City of Peoria Housing Authority attract 25 new landlords who want to participate in the program by December 31, 2004.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our Mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outlined a comprehensive approach towards our goals and objectives and are consistent with the City of Peoria Consolidated Plan. The following are highlights of our Annual Plan:

1. Adopt local preferences for applicants who live or work in the City of Peoria or are involuntarily displaced;
2. Adopt and perform an aggressive screening policy in public housing to ensure within the best of our ability that admissions will be good neighbors. Provide screening in the Section 8 program to the fullest extent allowable but without removing any of the landlord responsibilities in tenant lease determinations;
3. Applicants will be selected from the waiting list by preference and in order of the date and time they applied;
4. We have established a minimum rent of \$25.
5. In attempt to encourage work and advancement in the workplace, we are not requiring recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular decertification.
6. We're going to utilize the published FMR's as our payment standard for the Section 8 program.

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we're required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is sufficient need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We gather data from our waiting lists and the City of Peoria Consolidated Plan. Then we looked at this information from the perspective of the require groups and for the factors set forth in the Interim Rule. Finally, we consulted with the creators of the City of Peoria Consolidated Plan to ensure that they agreed with our analysis.

The City of Peoria Housing Authority use this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we're required to state how we intend to address our communities housing needs to the maximum extent practical. While we wish we could meet all of the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to adequately address our total housing needs. Neither the City of Peoria Housing Authority nor the federal government has the resources necessary to accomplish our objective. The only practical thing that we can do is to apply for the grant opportunities as available by the U. S. Department of Housing and Urban Development over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing in Peoria.

Our goal is to provide the highest quality of housing services in an economical fashion that will improve affordability in the City of Peoria.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

- D ___ FY 2000 Capital Fund Program Annual Statement
- ___ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- H ___ PHA Management Organizational Chart
- B ___ FY 2000 Capital Fund Program 5 Year Action Plan
- ___ Public Housing Drug Elimination Program (PHDEP) Plan
- ___ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ___ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

Applicable & On Display	Supporting Document	Applicable Plan Component

Applicable & On Display	Supporting Document	Applicable Plan Component
On Display	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
On Display	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
On Display	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
On Display	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
On Display	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
On Display	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
On Display	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
On Display	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

Applicable & On Display	Supporting Document	Applicable Plan Component
On Display	check here if included in Section 8 Administrative Plan	Determination
On Display	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
On Display	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
On Display	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A or No Application	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A or No Application	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A or No Application	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A or No Application	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A or No Application	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A or No Application	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A or No Application	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A or No Application	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
On Display	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A or No Application	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
On Display	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
On Display	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A or No Application	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
On Display	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A or No Application	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

HOUSING AND HOMELESS NEEDS ASSESSMENT

ATTACHMENT C

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall Needs" column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make a determination.

Family Type	Overall						
Income <= 30% of AMI	3,500	4	4	2	1	2	2
Income >30% but <=50% of AMI	6,800	4	4	2	1	3	2
Income >50% but <80% of AMI	3,200	3	3	2	1	2	2
Elderly	2,500	4	4	3	2	2	2
Families with Disabilities	2,500	4	4	3	3	2	2
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

Family Type	Overall	Affordability	Supply	Quality	Accessibility	2. Size	Location
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
 Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
 Indicate year: _____
- Other housing market study
 Indicate year: _____
- Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	286		11
Extremely low income <=30% AMI	284	99%	
Very low income (>30% but <=50%)	2	1%	

AMI)			
Low income (>50% but <80% AMI)	0	0	
Families with children	133	47%	
Elderly families	5	2%	
Families with Disabilities	86	30%	
Race/ethnicity - W	90	31%	
Race/ethnicity - B	93	32%	
Race/ethnicity - H	92	32%	
Race/ethnicity - I	8	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? Yes

If yes:

B. How long has it been closed (# of months)? 10 months

Does the PHA expect to reopen the list in the PHA Plan year? Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No

Housing Needs of Families on the Waiting List
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)

Housing Needs of Families on the Waiting List

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	215		5
Extremely low income <=30% AMI	211	98%	
Very low income (>30% but <=50% AMI)	4	1.5%	
Low income (>50% but <80% AMI)	1	0.5%	
Families with children	0	0	
Elderly families	26	12%	
Families with Disabilities	75	35%	
Race/ethnicity - W	94	44%	
Race/ethnicity - B	43	2%	
Race/ethnicity - H	68	32%	
Race/ethnicity - I	8	4%	
Characteristics by Bedroom Size (Public Housing Only)	Elderly/Disabled	Families	
1BR	87	0	
2 BR	N/A	N/A	
3 BR	13	102	
4 BR	1	12	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	

Is the waiting list closed (select one)? No

If yes:

B. How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if

generally closed? No Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

The PHA will expedite the placement and meeting family needs within program guidelines. The focus is on turn over with a program as small as ours. Maintenance and participant communication are critical to meeting our goal. All clients will be carefully counseled on program rules and operations.

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X Pursue housing resources other than public housing or Section 8 tenant-based

assistance.
_____ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes, therefore, uses of these funds need not be stated.

Sources	Planned \$	Planned Uses
<p>For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing</p>		
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		

Sources	Planned \$	Planned Uses
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subsequent 3A.

(f) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number) 30days
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 1

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
 Two
 Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

a. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

____ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

____ The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

The PHA-resident lease

The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

____ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

____ Other (list)

(6) Deconcentration and Income Mixing

a. ____ Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ____ Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
- If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
- If selected, list targeted developments below:

- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

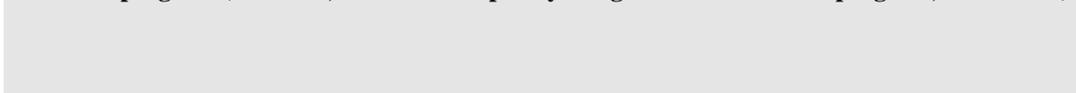
g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 (1) Eligibility assistance program (vouchers, and until completely merged into the voucher program, certificates).



- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

Program evictions

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If there has been a problem beyond the control of the applicant in finding a suitable unit.

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes

____ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ____ Victims of domestic violence
- ____ Substandard housing
- 1 Homelessness
- ____ High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- ____ Veterans and veterans’ families
- 2 Residents who live and/or work in your jurisdiction
- ____ Those enrolled currently in educational, training, or upward mobility programs
- ____ Households that contribute to meeting income goals (broad range of incomes)
- ____ Households that contribute to meeting income requirements (targeting)
- ____ Those previously enrolled in educational, training, or upward mobility programs
- ____ Victims of reprisals or hate crimes
- ____ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X Date and time of application
- ____ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- X This preference has previously been reviewed and approved by HUD
- ____ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

Through published notices

Other (list below)

Posting at public locations and outreach releases to the CAP office and service agencies who work with low income clients likely to qualify for our program.

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

_____ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- _____ \$0
- \$1-\$25
- _____ \$26-\$50

X2. _____ Yes _____ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. _____ Yes _____ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

_____ For the earned income of a previously unemployed household member
_____ For increases in earned income
_____ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

_____ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

_____ For household heads

- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the (1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

upon tenant request.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship

exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

(Section 8) Describe the PHA's management structure and organization.

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	25	5
Section 8 Vouchers	63	7
Section 8 Certificates	12	4
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management. (list below)

Attachment F
(2) Section 8 Management: (list below)
Attachment E

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

-or-

_____ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. If no, is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:
Attach_B_ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

_____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

_____ Yes _____ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

X1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: **Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description**

table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<u>Designation of Public Housing Activity Description</u>
1a. Development name: 1b. Development (project) number:
2. Designation type: <u>Occupancy by only the elderly</u> <u>Occupancy by families with disabilities</u> <u>Occupancy by only elderly families and families with disabilities</u>
3. Application status (select one) <u>Approved; included in the PHA’s Designation Plan</u> <u>Submitted, pending approval</u> <u>Planned application</u>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <u>New Designation Plan</u> <u>Revision of a previously-approved Designation Plan?</u>
1. Number of units affected: 7. Coverage of action (select one) <u>Part of the development</u> <u>Total development</u>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes X No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each

identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Programs are in participation with other non-profit agencies who operate first-time homebuyer programs in our jurisdiction. Clients from our Section 8 program are more likely than our Elderly/Disabled Public Housing program to participate. Interested clients are forwarded to our non-profit programs and receive a priority as a Peoria applicant for assistance.

ATTACHMENT M

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

1a. Development name:

1b. Development (project) number:

2. Federal Program authority:

<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component C. PHA Coordination with the Welfare (TANF) Agency component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

Public Housing		
Section 8		

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures
 [24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8. PHAs that are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or

- adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

[24 CFR Part 903.79 (c)]

14. RESERVED FOR PET POLICY

Attachment P

15. Civil Rights Certifications

[24 CFR Part 903.79 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

ATTACHMENT Q

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

ATTACHMENT R

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

ATTACHMENT S

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.

- 1. Yes No: ~~High performing and small PHAs are not required to complete this component.~~ Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
- 3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

ATTACHMENT T

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

_____ Other (list)

c. Eligible voters: (select all that apply)

_____ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

_____ Representatives of all PHA resident and assisted family organizations

_____ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times

as necessary).
1. Consolidated Plan jurisdiction: (provide name here) City of Peoria

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

_____ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

_____ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

_____ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

_____ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Specifically in the continuation of affordable housing opportunities especially those which support homeownership.

ATTACHMENT U

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

ATTACHMENT V

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan
Component 7
Table Library
Capital Fund Program Annual Statement
Parts I, II, and III

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

--	--	--	--	--

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

ATTACHMENT A

EXECUTIVE SUMMARY

(Copies of any information not physically included with this document can be reviewed in the Main Office of the City of Peoria Housing Authority.)

The City of Peoria Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following Mission Statement to guide the activities of the City of Peoria Housing Authority.

The Mission Statement of the City of Peoria Housing Authority is:

Providing the area's best possible affordable housing. Providing and maintaining safe, quality housing in a cost-effective manner. Expanding our program by participation with others, rental assistance and other related services are provided to our community in a non-discriminatory manner.

FIVE YEAR GOALS

The goals and objectives adopted by the City of Peoria Housing Authority are:

Goal One: Manage the City of Peoria Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

1. HUD shall recognize the City of Peoria Housing Authority as a high performer by December 31, 2004.
2. The City of Peoria Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2004.
3. The City of Peoria Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Provide a safe and secure environment in the City of Peoria Housing Authority's public housing development.

Objectives:

1. The City of Peoria Housing Authority shall reduce crime in its development so that the crime rate is less than their surrounding neighborhood by December 31, 2004.
2. The City of Peoria Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the type of crime that occurs near our development and create strategies for identifying and reducing this problem.
3. The City of Peoria Housing Authority shall reduce its evictions due to violations of criminal laws by December 31, 2004, through an aggressive screening process.

Goal Three: Expand the range and quality of housing choices available to participants in the City of Peoria Housing Authority's tenant-based assistance program.

Objectives:

1. The City of Peoria Housing Authority shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2004.
2. The City of Peoria Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.
3. The City of Peoria Housing Authority attract 25 new landlords who want to participate in the program by December 31, 2004.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our Mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outlined a comprehensive approach towards our goals and objectives and are consistent with the City of Peoria Consolidated Plan. The following are highlights of our Annual Plan:

- Adopt local preferences for applicants who live or work in the City of Peoria or are involuntarily displaced;
- Adopt and perform an aggressive screening policy in public housing to ensure within the best of our ability that admissions will be good neighbors. Provide screening in the Section 8 program to the fullest extent allowable but without removing any of the landlord responsibilities in tenant lease determinations;

- Applicants will be selected from the waiting list by preference and in order of the date and time they applied;
- We have established a minimum rent of \$25.
- In attempt to encourage work and advancement in the workplace, we are not requiring recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular decertification.
- We're going to utilize the published FMR's as our payment standard for the Section 8 program.

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we're required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is sufficient need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We gather data from our waiting lists and the City of Peoria Consolidated Plan. Then we looked at this information from the perspective of the require groups and for the factors set forth in the Interim Rule. Finally, we consulted with the creators of the City of Peoria Consolidated Plan to ensure that they agreed with our analysis.

The City of Peoria Housing Authority use this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Finally, we're required to state how we intend to address our communities housing needs to the maximum extent practical. While we wish we could meet all of the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to adequately address our total housing needs. Neither the City of Peoria Housing Authority nor the federal government has the resources necessary to accomplish our objective. The only practical thing that we can do is to apply for the grant opportunities as available by the U. S. Department of Housing and Urban Development over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing in Peoria.

Our goal is to provide the highest quality of housing services in an economical fashion that will improve affordability in the City of Peoria.

ATTACHMENT B

THE CITY OF PEORIA HOUSING AUTHORITY'S FIVE-YEAR PLAN

MISSION STATEMENT

The Mission Statement of the City of Peoria Housing Authority is:

Providing the area's best possible affordable housing. Providing and maintaining safe, quality housing in a cost-effective manner. Expanding our program by participation with others, rental assistance and other related services are provided to our community in a non-discriminatory manner.

FIVE YEAR GOALS

The goals and objectives adopted by the City of Peoria Housing Authority are:

Goal One: Manage the City of Peoria Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a standard performer.

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1. The City of Peoria Housing Authority shall reduce crime in its development so that the crime rate is less than their surrounding neighborhood by December 31, 2004.

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3. The City of Peoria Housing Authority attract 25 new landlords who want to participate in the program by December 31, 2004.

ATTACHMENT C

HOUSING AND HOMELESS NEEDS ASSESSMENT

HOUSING DATA - FAMILY NEEDS

ASSISTED HOUSING INVENTORY

The City of Peoria owns and manages 25 conventionally financed, federally assisted public housing units. The public housing programs provide opportunities for low-income families and elderly/disabled households to rent federally subsidized housing for 30% of their monthly-adjusted gross income. The City's public housing inventory is divided into traditional conventional housing and scattered sites housing programs.

There is one conventional housing complex located in downtown area the City. Mainly families composed of one and two occupy this complex. There are a total of 25 conventional units. The vacancy rate for the conventional public housing program has historically been less than 3%.

The Scattered Sites Housing Program currently has 45 single-family homes located throughout the City of Peoria. These homes are intended for occupancy by families.

There is expected to be limited losses to the assisted housing inventory. It is the City's intent to replace all Scattered Site assisted housing units sold or removed in any manner from housing selection.

The overall goal of the City of Peoria is in concurrence with the national goal, as set forth by HUD, to maintain decent, safe, and sanitary housing conditions for all assisted housing residents. In an effort to adhere to this standard, the City has managed an aggressive modernization program to keep the units in good condition.

In order to maintain the condition of the City's assisted housing stock, the Housing Department prepares a five-year modernization funding plan. Rehabilitation needs are assessed and are prioritized in the five-year plan. Funds to address the needs are appropriated from the following four sources:

- 1) Capital Fund,
- 2) Community Development Block Grant Program, and,
- 3) operating/replacement reserve

Because of the age of the City's assisted housing stock there is a constant need to upgrade and improve the condition of the units and the grounds. New regulations, such as those concerning accessibility and leadbased paint, can also add to the list of rehabilitation items.

Since August 1978, the City of Peoria Housing Department has administered and maintained a Section 8 rent subsidy program. This program assists the low income person or family in obtaining decent, safe

and sanitary housing in the private market. The City's Section 8 Leased Housing Voucher and Moderate Rehabilitation Programs experience only short-term vacancies. Families have up to 30 days to find a dwelling unit to lease, which accounts for the fact that the Program maintains an average lease up rate of 98 percent. The City administers a total of 45 Section 8 units, which are broken down as follows:

Section 8 Voucher Program the program has 33 vouchers. The City of Peoria Housing Department issues a rental voucher to an eligible family and makes rental assistance payments to a private owner whose housing unit meets HUD's housing quality standards. There are no rent limits in the voucher program, but the assistance payment on behalf of the family is fixed.

Section 8 Certificate Program has 12 certificates.

Other Issues

The City is also engaged in the pursuit of ideas and programs that will enhance the living environment of public housing tenants beyond the improvement and maintenance of the buildings and grounds. The Housing Department has developed several successful programs to provide the public and assisted housing residents opportunities for self-improvement.

The housing and homeless needs assessment summarizes the available data on the current need for:

1. Housing assistance for low, moderate and middle income households;
2. Shelter and supportive services for homeless persons; and,
3. Supportive housing for persons with special needs;

HOUSING NEEDS OF LOW, MODERATE AND MIDDLE INCOME HOUSEHOLDS

Affordable housing is defined as gross housing costs (rent or mortgage payment plus utilities) totaling more than 30 percent of households gross income. A household paying more than 30 percent of their total income towards their rent or mortgage is considered to be cost burdened. A household paying more than 50 percent of their income towards their rent or mortgage is considered to be severely cost burdened.

The following discussion analyzes the housing problems and assistance needs of households by various income groupings. For purposes of the discussion below, a household with a housing problem is described as:

- Occupying a housing unit that meets the U.S. Census definition of having a physical defect (lacking complete kitchen or bathroom);
- Overcrowded (more than one person per room living in a unit); and/or,
- Cost burdened.

LOW INCOME

The “low income” designation applies to those households whose incomes are at or below 50 percent of the adjusted family median income (incomes are adjusted for family size). It is estimated through Maricopa Association of Governments year 2000 planning updates that approximately 7,300 households or 45 percent, of the 16,235 low income households in Peoria, had some sort of housing problem. Of the 16,235 low income households, 12,344 low income renters and 3,891 low income homeowners were paying more than 30 percent of their income for housing costs. Cost burdened low income households can be further identified by household type: elderly, small family, large family, and others. Of the 12,344 cost burdened low income renters, 2,200 were elderly households, 7,200 small families, 2,100 large families and the remaining 844 households in the “other” category.

The data derived from the 1990 census and projected to the year 2000 allows for analysis of the housing problems of households earning below 30 percent of the adjusted family median income. Of the 16,235 low income occupied households in Peoria 7,123 (44 percent) earned less than 30 percent of median. Of the 7,123 households, 78 percent had one or more housing problem, 77 percent were estimated to be cost burdened and 65 percent were severely cost burdened. Of the 77 percent cost burdened rental or owner occupied households, 80 percent were estimated in the year 2000 to be actually paying greater than 50 percent of their income on rent and utilities.

OVERCROWDING

The degree of overcrowding among low income renter households is 19.4 percent within the 0 to 30 percent of median income group and 16.9 percent among the 31 to 50 percent of median income group. Of large family renters in the 0 to 30 percent income group, 79.3 percent live in overcrowded conditions and 71.5 percent of the large family renters in the 31 to 50 percent income group live in overcrowded conditions.

Overcrowding among low income owner households in Peoria is not as high as with low income renter households. At the time of the 1990 census, only 6.1 percent of all owners earning 0 to 30 percent of adjusted median income were considered overcrowded. A total of 7.6 percent of owners earning 31 to 50 percent of adjusted median income were overcrowded. However, if low income elderly homeowners were not counted as part of the calculation, the number of overcrowded owner households would increase to 12.3 percent and 14.7 percent for the respective income categories.

DISPROPORTIONATE NEED

Disproportionate need is defined as one racial or ethnic group displaying a noticeably greater need for housing assistance than the population as a whole. For purposes of the CP, a difference of 10 percent between housing problems and assistance needs data for the population as a whole and minority population data is an indicator of disproportionate need.

Based on the 1990 census data and available year 2000 projections, there were no instances of assistance needs being disproportionately greater for minority populations among the low income group. The year 2000 projection does indicate an overall increase in the Hispanic population by 28%

making this the largest single ethnic group growth. The greatest disparity was:

Minority owners within the 31 to 50 percent median income bracket had 70 percent of housing problems compared to 63 percent for the population as a whole (Hispanic owner households at 71 percent have the greatest incidents of housing problems)

Notably there were several areas where minorities had lesser incidents of housing problems than the population as a whole.

It should be noted that housing conditions are not being adequately accounted for in the Census data and therefore, not represented statistically to the degree of actual housing problems that are faced by the minority population in Peoria. It is known that a relatively greater proportion of the minority population resides in the older sections of Peoria and for that reason, undoubtedly faced a greater incidence of substandard housing. The 1994 City of Peoria Housing Condition Evaluation projected that of the 6,000 housing units evaluated; 3,300 dwelling units needed minor repairs; 2,100 units needed major repairs; and 600 units were not feasible to repair.

MODERATE INCOME

The “moderate income” designation applies to those households whose incomes are greater than 50 percent but less than or equal to 80 percent of the adjusted family median income. It is estimated through MAG year 2000 projections that 6,340 households, or 48 percent, of the 13,111 moderate income households in Peoria had some sort of housing problem. It is estimated that 5,377 moderate income renters and 3,977 moderate income homeowners were paying more than 30 percent of their income towards their rent (cost burdened). Of the 5,377 cost burdened moderate income renters, 729 were elderly households, 3,275 were small families, 577 large families and the remaining 196 were in the “Other” category. Only 4 percent of moderate income renter households and 7 percent of moderate income owner households were considered severely cost burdened. There continues to be a significant difference when compared to low income households as noted previously.

OVERCROWDING

The degree of overcrowding among the renter households is 12.5 percent within the 51 to 80 percent of median income group. Of large family renters in the 51 to 80 percent income group, 61.9 percent are overcrowded. Overcrowding among moderate income owner households is 6.3%. These figures, according to the 1990 census are still within year 2000 projections. Overcrowding among moderate income owner households (6.3%) is on par with other Arizona cities.

DISPROPORTIONATE NEED

There were no instances of assistance needs being disproportionately greater for minority populations among the moderate income group. The following are the most disparate incidents in this income group

1. Minority owners within the 51 to 80 percent median income bracket had a 55 percent incident of housing problems compared to 50 percent for the population as a whole (black owner households had a 57 percent incidents of housing problems); and,
2. Hispanic renter households within the 51 to 80 percent median income bracket had a 63 percent incident of housing problems compared to 50 percent for the population as a whole.

MIDDLE INCOME

The “middle income” designation applies to those house holds whose incomes are greater than 80 percent but less than or equal to 95 percent of the adjusted family median income. Year 2000 projections indicate 2,123 households, or 27 percent, of the 7,221 middle income households had some sort of housing problem. Of this number, 903 middle income renters and 321 middle income homeowners were paying more than 30 percent of their income towards their rent (cost burdened). Of the 903 cost burdened middle income renters, 160 are estimated to be elderly households, 325 small families, 103 large families and the remaining 315 were in the “Other” category. The incidence of severely cost burdened middle income households is still projected to be negligible in the year 2000 as was in the 1990 Census. There was insufficient data available to discuss overcrowding and disproportionate need within the middle income category.

TRENDS

The City of Peoria owns and manages 25 conventionally financed, federally assisted public housing units and 45 scattered site Section 8 units. The public housing programs provide opportunities for low-income families and elderly/disabled households to rent federally subsidized housing for 30% of their monthly-adjusted gross income. The City's public housing inventory is divided into traditional conventional housing and scattered sites housing programs.

There is one conventional housing complex located in the downtown area of the City. Mainly families composed of one or two persons in the household occupy these complexes and all occupants are disabled and/or elderly. There are a total of 25 conventional units. The vacancy rate for the conventional public housing program has historically been less than 3%.

The Scattered Sites Housing Program currently has 45 single-family homes located throughout the City of Peoria. These homes are intended for occupancy by families with at least 2 persons in the household.

There is expected to be limited gross housing loss to the assisted housing inventory. It is the City's intent to replace all Scattered Site assisted housing units sold or lost through any other manner to keep the inventory complete.

The overall goal of the City of Peoria is in concurrence with the national goal, as set forth by HUD, to maintain decent, safe, and sanitary housing conditions for all assisted housing residents. In an effort to adhere to this standard, the City has managed an aggressive modernization program to keep the

Parkview complex in good condition and is a strong enforcer of Housing Quality Standards in the Section 8 program.

In order to maintain the condition of the City's assisted housing stock, the Housing Department prepare a five-year modernization funding plan. Rehabilitation needs are assessed and are prioritized in the five year plan. Funds to address the needs have competitive access or program access to the following three sources: 1) Capital Fund, 2) Community Development Block Grant Program, and 3) operating/replacement reserve. Because of the age of the City's assisted housing stock there is a constant need to upgrade and improve the condition of the units and the grounds. New regulations, such as those concerning accessibility and lead-based paint, can also add to the list of rehabilitation items.

Experience has shown that for a family to be able to financially live in and maintain a single-family home (available through programs offered by non-profits that the City partners with) a certain minimum level of income is required. It is a working family that can best approach the income needed to be successful in the single family housing programs. As part of the City's de-concentration policy, income mixing will be an important target for public housing. It is felt that a mix of incomes will help to stabilize the living environment within the area of the City's housing complex. Mixing Section 8 clients in areas with families with relatively higher incomes and a trend of strong employment history will allow the City to transition more families to homeownership situations. The City will still ensure that housing applications meet all income eligibility, but the local preference will allow the City to select families with a greater distribution of incomes and encourage housing opportunities in areas of widely mixed income. The assisted housing waiting lists indicate that there is a greater need of housing for small families (2 to 4 persons). Approximately 45% of the total households on the lists are elderly or disabled households.

Affordability of single family housing is an increasing issue within the housing market. According to the Arizona State University's Real Estate Center a household would have to make over \$45,000 annually to afford the median priced home in 1999 (\$129,900). When half of Arizona households make less than \$35,000, the increasing affordability problem becomes clear. The percent of households who can afford the median value home has declined from 65% in 1970 to an estimated 35% in 1999 and is approximately 42% in Peoria currently (slightly higher than the area average).

The table below illustrates the number of households on the waiting list as of April, 2000 in need of assisted housing by number of bedrooms required:

Bedroom Size	Households
1	

ATTACHMENT D

FINANCIAL RESOURCES

STATEMENT OF FINANCIAL RESOURCES	
1. Income/Receipts for Public Housing	
2. Rental Income	\$123,340
3. Investment Income	\$10,020
4. Entrepreneurial Activities	N/A
5. Donations	N/A
6. Leveraged Funds	N/A
7. Operating Fund Receipts	\$104,420
8. Current Capital Fund Receipts	\$119,800
9. Prior Year Capital Fund Receipts	\$119,730
10. Current Drug Elimination Program Receipts	N/A
11. Prior Year Drug Eliminations Receipts	N/A
12. Other Grant Receipts	N/A
Total Public Housing Income	\$477,310
13. Expenditures for Public Housing	
14. Capital Fund Expenditures	\$119,800
15. New Development Expenditures	N/A
16. Anti-Crime and Security Expenditures	N/A
17. Resident Services Expenditures	\$100
18. Program Administration Expenditures	\$74,140
19. Contributions to Reserve Account	\$2,672
Total Public Housing Expenditures	\$196,712

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20. Income/Receipts for Tenant-Based Assistance	
21. Annual HAP Contribution Voucher -	\$180,357
21.a Certificate -	\$89,091
22. Administrative Reserve Interest Income - Voucher	\$935
22.a Certificate -	\$6,333
Total Tenant-Based Income	\$276,716
23. Expenditures for Tenant-Based Assistance	
24. HAP Payment to Owners - Vouchers	\$180,357
24. a Certificate	\$89,091
25. Program Administration Expenditures - Vouchers	\$19,032
25. a Certificate	\$34,129
26. Contributions to Administrative Reserve - Vouchers	\$21,882
26. a Certificate	\$18,137
Total Tenant-Based Expenditures	\$362,628
27. Public Housing Reserves	\$250,148
28. Tenant-Based Administrative Reserves - Vouchers	\$133,648
28 a Certificate	\$98,175

ATTACHMENT E

ELIGIBILITY, SELECTION, AND ADMISSIONS RESPONSE

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SECTION 8 ADMINISTRATIVE PLAN

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I. STATEMENT OF OVERALL ADMINISTRATIVE APPROACH

A major goal of the HA is to develop, promote, and administer an assisted housing program within the authorized area of operation; to provide decent, safe and sanitary housing for low income families in an efficient and economical manner consistent with local and federal goals and objectives; to efficiently administer projects and programs as approved by the Annual Contributions Contract with HUD; and to develop assisted housing, thereby promoting increased diversity and vitality of neighborhoods through the spatial deconcentration of housing opportunities for low income persons.

II. FAIR HOUSING POLICY

It is the policy of the Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The HA shall not deny any family or individual the opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, family status, handicap or disability.

To further its commitment to full compliance with applicable Civil Rights laws, the HA will provide Federal, State, local information to Certificate and Voucher holders regarding discrimination and any recourse available to them if they are victims of discrimination. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Certificate and Voucher holder's briefing packet.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, being excluded from participation in, or otherwise be subjected to discrimination because the HA's facilities are inaccessible to or unusable by persons with disabilities.

Requests for reasonable accommodation from persons with disabilities will be granted upon verification that they meet the need presented by the disability. Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

III. PLAN FOR PROGRAM ADMINISTRATION FOR OUTREACH TO FAMILIES AND OWNERS

Program administration and outreach will be done in accordance with the Equal Housing Opportunity Plan. Public notification is given to applicants and owners as may be necessary in local English and Spanish newspapers, radio stations, and television stations. All advertisements contain the equal opportunity slogan and logo. Public announcements contain an explanation of the availability of the programs and invite participation by families and owners. Press releases are made as necessary. Details

regarding where and when to apply are included as well as other appropriate information, to include notice of suspension of application intake. Special contacts are made as needed with local agencies who are service providers for very low income, two-parent working families, minority-elderly and persons with handicaps or disabilities.

IV. INITIAL ELIGIBILITY AND PROCESSING APPLICATIONS

- A. Initial Eligibility Reviews: All applicants must provide required information/verification and attend their scheduled appointment in person. Failure by an applicant to attend a scheduled appointment, or to respond as required to written correspondence, may result in the applicant's removal from the waiting list.
- B. Accuracy of Information Provided by Applicant: A prospective applicant will be required to certify that the information provided is accurate. A prospective applicant who fails to certify the accuracy of the application information will not have an application date and time established and will not be considered an applicant.
- C. Special Considerations: In the case of a client who claims illness, handicap or personal circumstance which would prevent them from coming to the office to conduct their business, alternatives such as conducting business through a third party, by mail, or by home visit will be offered. The type of alternative format needed, and the reasons for such alternative formats will be prominently documented in the file to ensure the applicant's access to the application process and to needed information.
- D. Eligibility Criteria: Applicants must meet the following criteria to be eligible to apply for housing assistance:
 - 1. Residency Standards: Applications will be accepted from both residents and non-residents.
 - 2. Nondiscrimination: Admission shall not automatically be denied to a particular group or category of otherwise eligible applicants (e.g., unwed mothers, families with children out of wedlock, or families whose head or spouse is a student).
 - 3. Family Composition:
 - a. A "family " may be a single person or a group of persons.
 - b. A "family" includes a family with a child or children.
 - c. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family.

- d. A single person family may be:
 - i. An elderly person.
 - ii. A displaced person.
 - iii. A disabled person.
 - iv. Any other single person
 - e. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. "Temporarily away" shall mean an absence that is projected, by the agency supervising the foster care placement, to last less than one year from the time of admission.
4. Family Income: To be income eligible the family must be either:
- a. A "very low-income" family; or
 - b. A "low-income" family in any of the following categories:
 - i. A family continuously assisted under the 1937 housing act.
 - ii. A family displaced by rental rehabilitation activity under 24 CFR part 511.
 - iii. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.
 - iv. A non-purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.
 - v. A family displaced as a result of prepayment or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
 - vi. For the certificate program only, a family residing in a HUD-owned multifamily rental housing project when HUD sells, forecloses or demolishes the project.
 - c. The HA determines whether the family is income eligible by comparing the family's annual gross income with the HUD established very low-income limit or low income limit for the area. The applicable income limit for issuance of a certificate or voucher is the highest income limit for the family unit size for areas in the HA jurisdiction. The applicable income limit for admission to the program is the income limit for the area where the family is initially assisted in the program. The family may only use the certificate or voucher to rent a unit in an area where the family is income eligible at admission to the program.
5. Age: A head of household under the age of 18 may apply for housing assistance.
6. Social Security Numbers: Families are required to provide Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. Applicants may not become participants until the documentation is provided. The applicant will retain their position on the waiting list during this period. All members of the family defined above must either:
- a. Submit Social Security Number documentation or;
 - b. Sign a certification if they have not been assigned a Social Security Number. If the individual is under 18, the certification must be executed by his or her parent or guardian or by the individual or other person. If the participant who has signed a certification form obtains a Social Security Number, it must be disclosed at the next regularly scheduled re-examination.

7. Non-Citizen Rule: This rule prohibits the Housing Authority from making financial assistance available to persons other than citizens.
 - a. In order to be eligible to receive housing assistance, each applicant or recipient and their family members, regardless of age, must certify under penalty of perjury that they are:
 - i. A citizen, naturalized citizen, or national of the United States; or
 - ii. Have eligible immigration status and are 62 years of age or older.
 - b. If one or more family members are ineligible for assistance (mixed family), the family may be eligible for one of the following types of assistance:
 - i. Continued unchanged assistance
 - ii. Delay, temporary deferral or termination of assistance
 - iii. Prorated assistance
 - c. A family without any eligible members that is receiving assistance as of June 19, 1995, may be eligible for temporary deferral or termination of assistance. Such deferral may not exceed a three year period.
 - d. If the applicant or recipient cannot make these certifications, evidence of citizenship, or eligible immigration status in accordance with federal regulations; or if the family fails to submit the required evidence within sixty (60) days, the HA shall deny, pro-rate, or terminate assistance, as appropriate.
 - e. If evidence of citizenship cannot be verified, the family may appeal to the INS. Assistance to an applicant may be delayed until the conclusion of the INS appeal process. After the INS appeal, the family must be granted an informal hearing, if requested. Assistance may not be denied until after completion of the hearing.
8. Live-in Aide: A Family may include a live-in aide to care for the family member who is a disabled person(s) or is at least fifty (50) years of age and who:
 - a. Has been determined by the HA to be essential to the care and well being of the person(s);
 - b. Is not obligated for the support of the person(s); and
 - c. Would not be living in the unit except to provide necessary supportive services; and
 - d. The income of a live-in aide may not be counted for purposes of determining eligibility or rent. Family members of a live-in aide may reside in the unit provided that doing so does not increase the subsidy by the cost of an additional bedroom and the presence of the live-in aide's family member(s) does not over-crowd the unit. The live-in aide and/or any member(s) of the live-in aide's family may not be considered remaining member(s) of the resident family and thus will not be eligible to receive continuing assistance in the absence of the person(s) for whom they perform supportive services.
9. Outstanding Debts: Family must have paid in full any outstanding debt owed the HA or another HA on any previous residency for Public Housing or Section 8 Existing Housing, or any other assisted housing program. Applicants who owe on vacated accounts shall be offered the opportunity to pay the debt in full within 30 days from the date the family is initially notified by the HA of their appointment for

final eligibility determination. If the applicant fails to pay the debt in full within the 30 day period, the applicant shall be removed from the waiting list.

10. Family Break-Up: Federal regulations prohibit giving two certificates to family members, the decision on who will receive the certificate will be up to the HA. The following factors will be considered in making this decision:
 - a. Court determination; the HA will be bound by the court's determination of which family members continue to receive assistance.
 - b. The needs of minor children or of ill, elderly or disabled family members.
 - c. Physical violence, actual or threatened by a spouse or other members of the household.
- E. Verification: All information relative to income for eligibility, assets, family composition, and preference status will be verified prior to receiving housing assistance; all verified findings will be recorded in the applicant/resident file. The HA must receive information verifying that an applicant is eligible within the period of 60 days before the HA issues a certificate or voucher to the applicant.

An applicant may claim qualification for a federal, ranking and/or local preference by certifying to the HA that the family qualifies for such preference(s). However, before an applicant is admitted on the basis of a federal, ranking and/or local preference, the applicant must provide information needed by the HA to verify that the applicant qualifies for the preference because of the applicant's current status. The applicant's current status must be determined without regard to whether there has been a change in the applicant's qualification for a preference between the certification and selection for admission, including a change from one preference category to another. Once the HA has verified an applicant's qualification for a preference, the HA will not verify such qualification again unless over 60 days has passed since verification or the HA has reasonable grounds to believe that the applicant no longer qualifies for a preference.

If an applicant is currently receiving assistance under the HOME program (24 CFR, part 92) or currently resides in the HA's public housing and was on the resident-based program waiting list when admitted on or after April 26, 1993; the HA will determine whether the applicant qualifies for a preference based on the applicant's situation at the time the applicant was admitted to the HOME program or signed their initial public housing lease.

F. Methods of Acceptable Verification:

1. Third Party: A release of information for verification for income will be sent through the mail directly to the source. This method of verification is Third Party verification, and is the first method which must be used. If third party verification cannot be obtained within a reasonable period of time, or if an unusual circumstance prevents use of this method, then the following methods may be used:
2. Review of Documents: HA staff may review and verify documents provided by the client. This method of verification must be fully documented. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received. The sources of information may include, but are not limited to, the applicant (by means of interviews), landlords, employers, family, social workers, clinics or physicians where warranted by the particular circumstances.
3. Family Certifications: When a third party verification or review of documents is not possible, the family may certify to their income in writing.

V. **ORGANIZATION AND ADMINISTRATION OF THE WAITING LIST**

- A. Time and Method of Taking Applications: Applications will be taken at times and in quantities in order to obtain a sufficient number and variety of applicants. When the number of applicants who can be served within a reasonable period of time is reached, the application waiting list may be closed. Notice of opening of applications shall be made in a newspaper of general circulation as well as through minority media and other suitable means. Application intake will occur only during publicly announced periods of time. Restriction and closure of application intake will occur only when the HA has an adequate pool of applicants who are likely to qualify for a Federal preference and when any additional applicants would not qualify for assistance before those applicants already on the waiting list. The announcement will specify the dates, times, locations, and methods by which a prospective applicant can provide the information necessary for completion of an application.
- B. Placement on Waiting List: An applicant will be assigned to the waiting list according to the date and time that the application information was initially provided, the size of unit required, and the preference claimed. The applicant will be informed of their assigned application number and how to check their status on the waiting list. The applicant will also be provided information on the housing program and its requirements. Only two separate waiting lists will be maintained; one consolidated list for all resident-based programs administered by the HA (Certificate and Voucher Programs) and one consolidated list for all project-based programs administered by the HA. (Public Housing and Moderate Rehabilitation Programs).
- C. Maintaining an Active List: The pool of active applicants will be kept current by requiring each applicant to inform the HA at least once every 12 months of continued

interest. Dates of contacts and applicant's continued interest will be made part of the application record. The HA will send to the applicant a written notice (or a notice in such alternative format as may be needed by the applicant) requiring that they notify the HA of their continued interest within ten (10) days and advising them that they will be removed from the waiting list if they fail to respond.

- D. Responsibility to Report Changes: Applicants on the waiting list must also report to the HA any changes in family composition or address as they occur. Any such changes could affect the applicant's status or eligibility for housing. Any applicant knowingly providing false information or fraudulent statements affecting the applicant's status or eligibility for housing will be removed from the waiting list.
- E. Removal from the Waiting List: Any applicant removed from the waiting list will be notified in writing, or in such alternative format as may be required, of the reason(s) for which they are being removed. Such notification shall inform the applicant of their right to an informal review of the determination and will be made a part of the application record. The HA will provide the applicant, upon written request, within ten (10) days from the date of the request, an opportunity for an informal review of the determination of removal from the waiting list.
- F. Record Keeping: The HA will keep a copy of each application received. For each applicant, the HA will document its determination that the applicant is eligible and meets admission standards, or is ineligible and does not meet admission standards, or is removed from the waiting list for any other reason. A copy of each application will become a part of a participant's file during their participation in the program. Inactive files will be maintained for a minimum of three years from the date of final action.
- G. Guidelines for Number of Bedrooms Required

Following, are the guidelines for determining the appropriate bedroom size:

<u>No. of Bedrooms</u>	<u>No. of Persons</u>	
	<u>Min.</u>	<u>Max.</u>
1	1	2
2	2	4
3	3	6
4	4	8

- H. Criteria for Determination of Unit Size
 1. Every family member, regardless of age, is to be counted as a person. An unborn child will be counted as a person to determine eligibility for placement on the waiting list.
 2. No more than two persons shall occupy a bedroom.
 3. The proper unit size will be determined at admission by the HA so that the living room will not be used as a sleeping room.

4. Applicants and residents are reminded that unit size determination does not preclude the rental of a unit larger or smaller than the unit size shown on the certificate or voucher. The unit size shown on the certificate/voucher determines only the maximum amount of subsidy dollars available to the family. Due to the family's ability to select the actual unit size, and to chose to use any available room (other than bathrooms, kitchens, or storage rooms) as living/sleeping rooms. Actual physical sleeping arrangements are at the discretion of the family.
5. A child who is temporarily away from the home because of placement in foster care shall not be considered in determining the family unit size.

I. PREFERENCES - Temporary elimination of federal preferences through September 30, 1997:

Beginning March 1, 1997, the following preferences will be used to determine placement on the waiting list:

The HA will select families based on the date and time of the application submitted by the family, and the following local preferences:

1. Peoria residents;
2. Peoria residents displaced by government action;
3. Working families; or
4. Persons working or hired to work within the city limits of Peoria

Applicants 62 years or older, or receiving Social Security Disability, Supplemental Security Disability or any payments based on inability to work, will be given benefit of the working preference. The HA will continue to deny any application from a family because of drug-related criminal activity or violent criminal activity, as authorized under CFR 982.552 and 982.553 of the regulations.

This temporary elimination of federal preferences does not affect the following statutory admissions to give preferences to a family whose:

1. Head sole member is a displaced person; or
2. Head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly, disabled, or displaced.

Unless notified by additional legislation, federal preferences will be required for admissions beginning on October 1, 1997.

J. Preferences: After September 30, 1997, this section on Preferences will be followed unless the temporary rule as described in Section V.I is extended. All applicants will be assigned to the federal preference or local preference waiting list in order of ranking status. Within a ranking status, date and time of the application will prevail.

1. Federal Preferences: The following federal preferences as defined in "Appendix C" will be recognized for eligibility for housing:

- a. applicant families who are involuntarily displaced
- b. applicant families who are living in substandard housing
- c. applicant families paying more than 50% of their income for rent
- d. single member families whose single member is a displaced person, an elderly person, or a disabled person must be given a preference over a single person (with or without a federal preference) who is not elderly, disabled or displaced.

2. Application of Ranking Preferences Among Federal Preference Holders: Ranking preferences will be applied to federal preference holders on the waiting list in the following order:

- a. Peoria residents who are displaced by government action
- b. Peoria residents who are employed
 - i. over 10 years duration
 - ii. between 5 years and up to 10 years duration
 - iii. between 3 years and up to 5 years duration
 - iv. between 1 year and up to 3 years duration
- c. Peoria residents who are unemployed
- d. Non-Peoria residents who are employed
 - i. over 10 years duration
 - ii. between 5 years and up to 10 years duration
 - iii. between 3 years and up to 5 years duration
 - iv. between 1 year and up to 3 years duration
- e. Non-Peoria residents who are unemployed

3. Definitions for Preferences: For purposes of these ranking preferences only, the following definitions shall be used:

"Peoria resident" shall mean any family, including single member families that:

 - a. Physically reside within the city limits of Peoria, Arizona. (A mailing address will not automatically qualify an applicant for this preference; physical residence must be verifiable.) OR
 - b. are employed within the city limits of Peoria OR
 - c. have been hired for employment within the city limits of Peoria OR
 - d. for homeless applicants, the family must verify that they physically resided in Peoria, or were employed or hired for employment within the city limits of Peoria for the period immediately preceding the event(s) which have resulted in the family becoming homeless.
 - e. "Employed" shall mean that the family:
has independent verifiable employment that generates annual income; or net income from operation of a business or profession equivalent to at least one half of permanent, full time employment. OR
 - f. has a head and spouse, or sole member, who are age 62 or older, OR
 - g. has a head and spouse, or sole member, who are receiving social security disability, supplemental security income disability benefits, or any other payments based upon an individuals inability to work.
4. Drug Related - Denial of Preference: The HA may not give a federal preference, ranking preference, or local preference to an applicant if any member of the family is a person who was evicted during the last three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program. However, the HA may give an admission preference in any of the following cases:
 - a. The HA determines that the evicted person has successfully completed a rehabilitation program approved by the HA.
 - b. The HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.
 - c. The HA determines that the evicted person no longer participates in any drug-related criminal activity.
5. Special Admission (non-waiting list): Assistance targeted by HUD: If HUD awards an HA program funding that is targeted for families living in specified units, the HA must use the assistance only for the families living in those units. The HA may admit a family that is not on the HA waiting list, or without considering the family's waiting list position. The HA must maintain records showing that the family was admitted with HUD targeted assistance. The HA has no discretion to determine the families or types of program funding that may fall under this provision, consequently, they will administer such targeted funds only in accordance with any current HUD regulations affecting such targeted funds.
6. Denial of Admission: The HA shall deny an applicant admission to participate in the certificate or voucher programs if the applicant:
 - a. Currently owes rent or other amounts to the HA or to another HA in

connection with Section 8 assistance or public housing assistance under the 1937 act.

- b. As a previous participant in the Section 8 or public housing program, has not reimbursed the HA or another HA for any amounts paid to an owner under a housing assistance contract for rent or other amounts owed by the family under its lease, or for a vacated unit.
- c. Has engaged in drug-related criminal activity or in violent criminal activity as defined in state or federal law.
- d. Has committed any fraud in connection with any Federal housing program.
- e. Has failed to comply with the requirements under the family's contract of participation in the Family Self Sufficiency Program.

VI. EXCEPTIONS TO OCCUPANCY CRITERIA

The criteria and standards prescribed for the determination of the family's unit size should apply to the vast majority of families. However, in some cases, the relationship, age, sex, health, or handicap of the family members may warrant the assignment of a larger or smaller unit. Such flexibility is permissible to the extent that determinations are made on the basis of these factors. Written approval of such cases will be made by the appropriate HA staff member.

VII. ISSUANCE OF CERTIFICATES/VOUCHERS AND BRIEFING OF FAMILIES

- A. Offer of Assistance: Eligible families shall be offered a certificate or voucher in sequence from the waiting list, according to availability. The family will be offered the form of assistance which is available, either a certificate or voucher. Families shall receive an explanation of the two forms of assistance. The family may refuse the first type of assistance offered without losing their place on the waiting list. However, if the family refuses the second type of assistance offered, the family will be removed from the waiting list. The family may reapply if applications are being accepted at that time. Selection policies and procedures shall be in compliance with state, local and federal laws and regulations, including the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, and the provisions of the Annual Contributions Contract.
 - 1. Moderate Rehabilitation: A separate waiting list may be maintained for the Moderate Rehabilitation Program. Families who have applied for the Moderate Rehabilitation Program are referred to the owner upon notification of a vacancy. If a family refuses the unit, their name will be placed at the bottom of the waiting list. If the family is not selected by the owner their name will be returned to its previous place on the waiting list. However, if the referrals of applicants made by the HA within 30 days of the owners notification to the HA of a vacancy fail to result in the unit being rented, the owner shall be instructed to advertise or solicit applications from very low income families and refer such families to the HA. Final determination of eligibility will be made by the HA. If these referrals do not have a federal preference and they are housed, they will count against the 10% limitation. However, for those persons already in residence at the time the units enter the program, the 10% limitation does not apply.

2. Rental Rehabilitation: Housing Vouchers or Certificates shall be issued, as described below, to eligible families who reside in a Rental Rehabilitation project (on the date the agreement is signed) and are; (1) forced by Rental Rehabilitation activities under 24 CFR, Part 511 to vacate a unit because of physical construction, housing overcrowding, or a change in use of the unit; or (2) would have a post-rehabilitation rent burden greater than 35% of the family's adjusted gross income as a result of the rehabilitation. Persons assisted under this program who do not qualify for a federal preference shall be counted against the annual 10% ceiling on non-federal-preference persons. Applications will be accepted, without reopening the waiting list, and assistance provided with preference over other applicants on the waiting list as follows:
 - a. Lower Income families forced to move because of physical construction, housing overcrowding, or change in the use of the unit, may be issued either a certificate or voucher.
 - b. Lower Income families who have a post-rehabilitation rent burden of greater than 35% of the family's adjusted gross income, shall be issued a certificate.
 - c. Very Low Income families who have a post-rehabilitation rent burden of greater than 35% of the family's adjusted gross income, may be issued a certificate or voucher.
 3. Section 8 "Opt-Out" Projects: Applications will be accepted, without reopening the waiting list, and assistance provided with preference over other applicants on the waiting list to families living in a Section 8 "Opt-Out" Project.
- B. Alternative Accommodations: Physically challenged applicants may obtain briefing materials in alternative formats as required, and may briefings at locations that provide needed facilities. Requests for accommodations must be made in writing at least two (2) weeks prior to the briefing date in order to allow the HA an opportunity to make needed arrangements.
- C. Final Eligibility Determination: Verification of the information contained in the application, federal, and ranking preference and complete verification of all family income and assets will occur and a final determination of eligibility will be made, prior to issuance of a certificate/voucher.
- D. Notification and Response: When an applicant's federal, and ranking preference has been verified and the family is found to be the first applicant on the waiting list, the family shall be given the choice of a Certificate/Voucher. The HA will brief the applicant on the various program differences and allow the applicant to make an informed choice.
1. Refusal of Assistance: The applicant may refuse the first type of assistance that is available and offered and retain his/her position on the waiting list in order to be offered the other type of assistance, (i.e., applicant can refuse a Voucher to wait for a Certificate). If the applicant refuses the second type of assistance when it is offered, the HA shall notify the applicant that their name will be removed from the waiting list. The applicant can then reapply for assistance the next time applications are being accepted.

2. Failure to Keep Appointments: If an applicant fails to appear, without prior explanation to the HA, for a scheduled appointment to accept a Certificate/Voucher, such failure shall result in removal from the waiting list. The HA shall notify the applicant of their removal from the waiting list and the person may reapply provided that applications are being accepted at that time.

E. Briefings

1. Briefing Packets

- a. Section 8 Certificate and Housing Voucher briefing packets will include explanations of applicant and owner responsibilities under the programs. When issuing a Certificate/Voucher the HA shall give the family a briefing packet which includes:
 - i. Request for Lease Approval
 - ii. Required lease provisions and prohibited lease provisions
 - iii. Information regarding lead based paint poisoning hazards, symptoms and precautions. HUD handbook 7420.7 Appendix 28 must be used with notification form dated 1978.
 - iv. Fair housing information and HUD Housing Discrimination complaint form.
 - v. Information regarding computation of the Total Tenant Payment and the Tenant Rent.
 - vi. The HA's schedule of utility allowances, and current fair market rents.
 - vii. The grounds on which the HA may terminate assistance, and information on the HA's procedures for conducting informal hearings for participants and the procedures or circumstances that require a hearing.
 - viii. Portability information.
 - ix. The HA policy on providing information about a family to prospective owners.
 - x. Information on the term of the certificate or voucher, and HA policy on granting extensions, and how the family can request extensions.
 - xi. The HUD required "lease addendum"
 - xii. HA subsidy standards, including when the HA will consider granting exceptions to the standards.
 - xiii. HUD-required brochure on how to select a unit.

- xiv. Notice that a disabled person, or their family may request a listing of accessible units.
- xv. Statement on HA policy on providing resident information to owners.
- xvi. Listing of landlords who may be willing to lease to the family.
- xvii. Family obligations under the program.
- b. In addition, Voucher packets must include:
 - i. Information on how the HA computes housing assistance payments on the voucher program.
 - ii. Information on circumstances where families can request an exception to the occupancy standards.
 - iii. Current Payment Standard

2. Briefing Session

- a. The briefing session will be informal with the opportunity for the applicant to ask questions to ensure that they have an adequate understanding of the program and procedures to be followed. For those applicants who do not speak English, or who require alternative formats reasonable accommodation will be made.
- b. Certificate briefing session topics will include:
 - i. Family and Owner responsibilities under the Lease and Contract;
 - ii. How to find a suitable unit, including renting a unit outside the HA jurisdiction.
 - iii. The general locations and characteristics of the full range of neighborhoods in which the HA is able to execute Contracts and in which units of suitable price and quality may be found;
 - iv. Applicable housing quality standards;
 - v. Significant aspects of the applicable State and local laws;
 - vi. Significant aspects of federal, state and local fair housing laws;
 - vii. Function of Fair Market Rent, determination of Tenant Payment, Total Tenant Rent, and of the housing assistance payment; and
 - viii. That the family may obtain copies of the Housing Quality Standards, the Contract and other pertinent forms or documents, on request;
 - ix. If the HA has a Shared Housing program, the elements of the program, including:
 - aa. Any assistance that the HA may provide Families in finding Shared Housing, or in finding Families with which a unit may be shared;
 - bb. Information about the effect of departure of one Family on the other Family in Related Lease Shared Housing; and
 - cc. The availability of another Certificate under CFR Section 882.209(m) and 882.335(a)(2)(ii), if the Shared Housing arrangement terminates;
 - dd. The advisability and availability of blood lead level screening for children under seven years of age.
 - x. Portability
- c. Voucher briefing session topics will include all items listed in "b" above, except vii. In addition, the following items must be explained:

- i. the payment standard
 - ii. shopping incentive
 - iii. differences between the Certificate and Voucher programs
 - iv. An explanation of the effect on the family's position on the waiting list if the family refuses to accept the type of assistance offered.
 - d. The Certificate of Family Participation or the Housing Voucher will be issued at the briefing session.

VIII. LOCATING A UNIT

A. Certificate/Voucher Extensions

1. The Certificate/Voucher shall expire at the end of 60 days unless within that time the family submits a Request for Lease Approval.
2. If a Certificate/Voucher expires, or is about to expire, a family may submit the Certificate/Voucher to the HA with a written request for an extension. The applicant must present evidence justifying the extension which is satisfactory to the HA. If the HA believes that there is a reasonable possibility that the family may, with additional advice or assistance, find a suitable unit, the HA may issue one or more extensions not to exceed a total of 60 days.
3. As set forth in the informal hearing and the informal review procedure, the HA is not required to provide an opportunity for an informal review or an informal hearing for an applicant or resident to review the decision not to grant an extension of the term of the certificate or voucher.

B. Request for Lease Approval

1. The family must submit to the HA a request for lease approval form and a copy of the proposed lease. Both documents must be submitted during the term of the certificate or voucher. (If the landlord choose to use the HA lease, a statement must be submitted with the request for lease approval)
2. The HA has the discretion to permit a family to submit more than one request for lease approval to lease a unit.

C. General Information

1. Responsibility to Locate Unit: It is the responsibility of the Certificate/Voucher holder to locate a unit suitable to the holder's needs and desires in any area where the HA is authorized to execute contracts or to authorize portability.

2. Lease in Place: The holder of a Certificate/Voucher may select the dwelling unit which the holder already occupies if the unit meets program qualifications.
3. Listing of Available Properties: If available, information regarding landlords interested in participating in the program will be offered to the Certificate/Voucher holder. Certificate/Voucher holders will be encouraged to locate their own housing, but will also be informed that they should periodically contact the HA staff in order to report their progress or request any new information regarding available units.
4. Assistance to Handicapped/Disabled: Staff will provide assistance in locating a dwelling unit to those families, who, because of age or disability, or handicap are unable to find suitable units.
5. Assistance in the Event of Apparent Discrimination: Assistance will be provided to those applicants reporting apparent discrimination in preparing the required HUD Discrimination Complaint Form, or Section 504 Complaint, and in locating available housing elsewhere.
6. Moves:

The family will not be allowed to make more than one move during any one year period unless, through no fault of their own, the family is forced to move from their unit. It will be the responsibility of the family to document the circumstances that require them to move.

IX. COMPUTING TOTAL TENANT PAYMENT, TENANT RENT AND SECURITY DEPOSIT

A. Section 8 Certificate Program

1. Minimum Rent
 - a. Total Tenant Payment-effective through September 30, 1997: The total tenant payment (TTP) for families participation in the certificate program must be the greatest of:
 - 30 percent of family monthly adjusted income;
 - 10 percent of family monthly income;
 - \$25.00.
 - b. Total Tenant Payment- effective after September 30, 1997,(unless minimum rent is extended.) On the Section 8 Certificate Program, the Total Tenant Payment is the greater of 30% of the resident's monthly adjusted income, or 10% of the monthly unadjusted income. The Total Tenant Payment (TTP) is the maximum amount a family can pay for rent.
2. Utility Allowance: If a family is obligated to pay the utilities for their unit, a utility allowance will be calculated from an approved utility allowance schedule. Tenant

Rent is calculated by subtracting the utility allowance amount from the Total Tenant Payment. The Tenant Rent is the actual amount of rent to be paid to the owner each month.

3. Utility Reimbursement Payment: If the utility allowance exceeds the Total Tenant Payment (TTP), a Utility Reimbursement Payment (URP) representing this difference will be issued monthly to the resident.
 4. Subsidy: The amount of subsidy paid to the landlord on behalf of the family is the difference between the Tenant Rent and the Contract Rent amount.
 5. Fair Market Rent: The sum of the contract rent and any allowances for resident utilities shall not exceed the applicable Fair Market Rent. Fair Market Rents are published annually by HUD in the Federal Register.
- B. Housing Voucher Program: Under the Voucher Program, the tenant rent will vary based upon their Total Tenant Payment and the contract rent and its relationship to the Payment Standard.
1. Payment Standard: The Payment Standard is the amount used to calculate the housing assistance a family will receive in the HA's Housing Voucher Program. A Payment Standard must be adopted for each bedroom size that the HA offers and the Payment Standard may never exceed the applicable published Fair Market Rent. Only one Payment Standard Schedule shall be in effect at any given time.
 - a. Initial Payment Standard: The initial Payment Standard is the Fair Market Rent in effect at the time HUD executes the Annual Contributions Contract (ACC) for the first increment of funding in the HA's Housing Voucher Program.
 - b. Affordability Adjustment: The Payment Standard remains in effect until it is amended by an affordability adjustment. A Payment Standard can be amended annually at the discretion of the HA, according to federal regulations.
 2. Adjustments to the Payment Standard: The Payment Standard may be adjusted under certain circumstances. The Adjusted Payment Standard schedule will apply to continuing families at the next regular re-examination but may be limited to certain bedroom sizes. The Adjusted Payment Standard can be any amount between the initial Payment Standard or previous Standard Schedule, if applicable, and the current Fair Market Rent in effect.
 - a. Affordability: The HA may adjust the Payment Standard Schedule annually to assure continued affordability for participating families on the Voucher Program.
 - b. Annual Re-examination: At regular re-examination, the HA may not change the applicable Payment Standard unless the family moves into a different unit, or if there has been a change in the family's size or composition. The

Payment Standard will not be less than the standard previously used for the family, unless the family qualifies for a smaller unit.

- c. Interim Re-examination: A family may request an interim re-examination of income which may result in a change in the amount of subsidy a family receives, because of a change in the family income or adjusted income. The HA will continue to use the same applicable Payment Standard schedule for the family.
 - d. Change in Family Composition: A family may request an interim re-examination of income because of a change in family composition and if the family does not move, the HA shall not change the applicable payment standard to reflect the bedroom size for which the family is eligible until the next regular annual re-examination.
 - e. Annual Adjustment Factor/Rent Reasonableness: Annual adjustment factor increases do not apply to the Voucher Program. Rent reasonableness limitations may be applied at the request of the participant.
3. Tenant Payments Under the Voucher Program
- a. Total Tenant Payment: The family may shop for and choose a unit with a rent higher than or lower than the Payment Standard (as long as the unit meets housing quality standards). The family's contribution (TTP) will vary depending on the rent of the unit which is chosen, but must be at least \$25.00.
 - i. Rent Less Than Payment Standard: If the unit rents for less than the Payment Standard the family will pay less than 30% of its monthly adjusted income.
 - ii. Rent More Than Payment Standard: If the unit rents for more than the Payment Standard the family will pay more than 30% of its monthly adjusted income. There is no maximum amount payable by the resident.
 - b. Minimum Total Tenant Payment: On the Voucher Program, the minimum Total Tenant Payment is 10% of the resident's gross, unadjusted monthly income.
 - c. Utility Allowance: Like the Certificate Program, if a family is obligated to pay the utilities for their unit, a utility allowance will be calculated from an approved Utility Allowance Schedule and deducted from the Total Tenant Payment. The Tenant Rent is the actual amount of rent paid to the owner each month.
 - d. Utility Allowance Reimbursement: If the utility allowance exceeds the Total Tenant Payment, a Utility Reimbursement Payment (URP) representing this difference will be issued monthly to the resident.
4. Calculation of Subsidy: The HA will use this basic formula to determine the subsidy a family will receive:
- a. APPROPRIATE PAYMENT STANDARD (cost of rent and utilities in a geographic area set by bedroom size).
 - b. MINUS the greater of 30% of the family's adjusted monthly income or 10% of gross income.
 - c. EQUALS Housing Voucher Subsidy

C. Security Deposits

1. Amount of Deposit: The owner may collect a security deposit from the resident. The HA will prohibit security deposits in excess of private market, or in the case where the owner has no other unassisted units, the security deposit may not exceed those for unassisted units as determined by the HA. If the security deposit is not sufficient to cover amounts the resident owes under the lease, the owner should collect the balance from the resident.
2. Responsibility to Pay Deposit: It is the family's responsibility to pay the security deposit to the owner. The HA will not provide advances to assist families in meeting security deposits, but will provide assistance by referring the family to other potential private or public sources.
3. Application of Security Deposit: After the family moves from the unit, the owner must utilize the deposit in accordance with State law. The owner may use the security deposit, including interest on it, as reimbursement for any unpaid tenant rent or other amounts which the family owes under the lease. The owner must give the family a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used as reimbursement, the owner must promptly refund the full amount of the balance to the family.

X. HOUSING QUALITY STANDARDS

A. Inspection Procedures

1. Inspection Form: The HA will use an approved HUD housing quality standards inspection form. The short form may only be used by experienced inspectors.
2. Initial and Re-inspections: When a family submits a Request for Lease Approval, the HA will inspect the unit for compliance with Housing Quality Standards. The inspection check list is maintained in the resident file. Copies may be sent to both the owner and the resident on request. In the case of any "fail" items, a reinspection must be completed and all "fail items corrected, prior to approval of any lease. In the case of any "inconclusive items", further documentation of the acceptability of the items will be required, or a reinspection will be completed, to confirm acceptability of the unit.
3. Frequency of Inspections: The HA will inspect each dwelling unit leased to an eligible family at least annually and at such other times as may be necessary to ensure that the owner and resident are maintaining the unit in accordance with Housing Quality Standards and is providing the agreed upon utilities and other services.
4. Failed Inspections: The HA will notify the owner/resident that he has failed to maintain a dwelling unit in accordance with Housing Quality Standards and if they fail to take corrective action within the time prescribed in the notice, the HA may exercise any of its rights or remedies under the contract, including abatement of

housing assistance payments (even if the family continues in occupancy) and termination of the contract, or housing assistance payment to the family. NOTE: If the failed inspection is due to the owner's failure to maintain the unit, and, if the family wishes to be re-housed in another dwelling unit with Section 8 assistance and the HA decides to terminate the housing assistance payments contract, the HA shall issue to the family another Certificate/Voucher.

5. Quality Control Inspections: In order to ensure that the inspections are adhering to the Housing Quality Standards, and are providing consistent determinations, a random sample of approximately five percent of the approved units are reinspected by supervisory personnel. If inconsistencies are found a larger sample will be used and additional training provided.

B. Eligible and Ineligible Housing Units

1. Eligible units

- a. Types of Eligible Units: The types of housing units that are eligible for the Certificate/Voucher programs are: apartments, single family homes, townhouses, duplexes, triplexes, fourplexes, mobile homes, congregate and independent group homes. These may include units owned by a relative as long as the Certificate/Voucher holder owns no part of the property.
- b. Manufactured Homes: Owners of manufactured homes can obtain housing assistance to rent the mobile home pads on the Certificate Program but they are not eligible to receive assistance on the Voucher Program.
- c. Single Room Occupancy: Single Room Occupancy Housing (SRO) is eligible for assistance on the Voucher Program if:
 - i. the property is located in an area where there is significant demand for SRO units (as determined by HUD),
 - ii. the HA approves the use of SRO units for such purposes;
 - iii. the HA certifies to HUD that the property meets applicable local health and safety standards for SRO housing.

2. Ineligible Units: The following units are not eligible for the certificate or voucher program:

- a. Public housing or Indian housing unit.
- b. Housing owned in whole or in part, by the family to be assisted.
- c. Housing owned by those who are prohibited from participation due to conflict of interest (such as Housing Department employees or their first-degree blood relatives).
- d. Nursing homes.
- e. Units within the grounds of penal, reformatory, medical, mental and similar public or private institutions.
- f. Units in which the Family is being assisted under other Section 8 subsidy programs.
- g. College or other school dormitories.
- h. A unit occupied by its owner or by a person with any financial interest in the dwelling unit.

- C. Applicant Flexibility on Unit Size Selection: The unit size designated on the Certificate/Voucher must remain unchanged, regardless of the actual unit size selected.
1. Certificate Program: It is emphasized that the unit size listed on the applicant's Certificate does not preclude the family from selecting either a smaller or larger-sized unit provided the following requirements are met:
 - a. Larger-Sized Units: The family may select a larger-sized unit provided the gross rent does not exceed the Fair Market Rent (FMR) limitation for the bedroom size listed on its Certificate. For example, a 2-bedroom Certificate Holder could select a 3-bedroom unit provided the gross rent does not exceed the 2-bedroom FMR limitation.
 - b. Smaller-Sized Units: The family may select a smaller-sized unit provided there is at least one sleeping room or living/sleeping room of appropriate size for each two persons in the household. (For example, a three-bedroom Certificate Holder with 5 family members could select a 2-bedroom unit if there would be two bedrooms for four of the members and a living/sleeping room for the fifth member.)
 2. Voucher Program: A larger or smaller bedroom size than that stated on the Voucher may be selected provided that the number of occupants does not exceed the maximum occupancy criteria for continued occupancy. The payment standard used for the family must be the lower of:
 - a. The payment standard for the family unit size; or
 - b. The payment standard for the unit rented by the family.
- D. Federal Standards and Local Variations: The housing quality standards to be used in the operation of the program will be as set forth in CFR Section 982.401, or as set forth in specified HUD-approved variations in the Acceptability Criteria.
- E. Family Obligations:
1. The family is responsible for a breach of the HQS that is caused by any of the following:
 - a. The family fails to pay for any utilities that the owner is not required to

 pay for, but which are to be paid by the resident.
 - b. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the resident.
 - c. Any member of the household or guest damages the unit or premises (damages beyond ordinary wear and tear).
 2. If the HQS breach caused by the family is life threatening, the family must correct the defect within 24 hours. For other family caused defects, the family must correct the defect within the time prescribed in the HA notice.

XI. OWNER RESPONSIBILITY AND INFORMATION

A. Housing Authority Disapproval of Owner:

1. The HA will not approve a unit if the HA has been informed by HUD that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.
2. When directed by HUD, the HA must not approve a unit if;
 - a. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such is pending; or
 - b. A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirement.
3. The housing authority at their discretion may deny approval to lease a unit from an owner for any of the following reasons:
 - a. The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f;
 - b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing programs;
 - c. The owner has a history or practice of non-compliance with the HQS for units leased under the resident-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
 - d. The owner has a history or practice of renting units that fail to meet State or local housing codes; or
 - e. The owner has not paid State or local real estate taxes, fines or assessments.

B. Owner Responsibility for Screening Residents:

1. At or before HA approval to lease a unit, the HA must inform the owner that the HA has not screened the family's behavior or suitability for residency and that such screening is the owner's own responsibility.
2. Owners are permitted to screen families on the basis of their residency histories. An owner may consider a family's background with respect to such factors as:
 - a. Payment of rent and utility bills;
 - b. Caring for a unit and premises;
 - c. Respecting the rights of others to the peaceful enjoyment of their housing;
 - d. Drug-related criminal activity or other criminal activity that is a threat to the life, safety or property of others; and
 - e. Compliance with other essential conditions of residency.

C. Housing Authority Information Regarding Residents:

1. The HA must give the owner:
 - a. The family's current and prior address (as shown in the HA records); and
 - b. The name and address (if known to the HA) of the landlord at the family's current and prior address.
2. When a family leases a dwelling unit, the HA may offer the owner other information in the HA possession, about the family, including information about the residency history of family members, or about drug-trafficking by family members.

XII. **LEASE APPROVAL, TERM OF LEASE/CONTRACT, AND CONTRACT RENT ADJUSTMENTS**

A. Lease Approval

1. The resident must have legal capacity to enter into a lease under State or local law.
2. The lease between the resident and owner (including any new lease or lease revision) must be approved by the HA.
3. If the owner is not using the HA lease, the lease used must include word-for-word all provisions of the lease addendum.
4. If there is any conflict between the lease addendum and any other provisions of the lease, the provisions required by HUD shall prevail.
5. The lease addendum must state that the following types of lease provisions are prohibited:
 - a. Agreement by the resident to be sued, to admit guilt, or to a judgement in favor of the owner, in a lawsuit brought in connection with the lease.
 - b. Agreement by the resident that the owner may take, hold, or sell personal property of household members without notice to the resident, and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the resident concerning disposition of personal property left in the dwelling unit after the resident has moved out. The owner may dispose of this property in accordance with State and local law.
 - c. Agreement by the resident not to hold the owner or the owner's agent legally responsible for any action or failure to act, whether intentional or negligent.
 - d. Agreement by the resident that the owner may bring a lawsuit against the resident without notice to the resident.
 - e. Agreement by the resident that the owner may evict the resident or household members without instituting a civil court proceeding in which the resident has the opportunity to present a defense, or before a court decision on the rights of the parties.
 - f. Agreement by the resident to waive any right to a trial by jury.
 - g. Agreement by the resident to waive any right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.
 - h. Agreement by the resident to pay the owner's attorney's fee or other legal

costs. However, the resident may be obligated to pay costs if the resident loses.

- i. The lease must specify what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family.
 - j. The HA will review the lease to determine if the lease complies with State or local law. The HA will decline to approve the lease if the HA determines that the lease does not comply with State or local law.
6. The HA will not give approval for the family to lease a unit, or execute a HAP contract, until the HA has determined that all the following meet program requirements:
- a. The unit is eligible;
 - b. Unit is inspected by the HA and passes housing quality standards inspections;
 - c. The lease is appropriate and includes the lease addendum
 - d. The rent to owner is reasonable; and
 - e. For a unit leased under the certificate program, the total contract rent plus any utility allowance does not exceed the FMR/exception rent limit.

NOTE: The HA must execute the HAP contract before the beginning of the lease term, but no later than 60 calendar days from the beginning of the lease term. The HA may not pay any housing assistance payment to the owner until the HAP contract has been executed. Any HAP contract executed after the 60 day period is void.

B. Term of Lease/Contract:

1. The Term of the HAP Contract: Begins on the first day of the term of the lease and ends on the last day of the term of the lease. The HAP contract terminates if the lease terminates.
2. The Term of the Lease: The initial term of the lease must be for at least one year. The lease must provide for automatic renewal after the initial term of the lease. The lease may provide either:
 - a. For automatic renewal for successive definite terms (e.g. month-to-month or year-to-year.); or
 - b. For automatic indefinite extension of the lease term.
 - c. The term of the lease terminates if any of the following occurs;
 - i. The owner terminates the lease;
 - ii. The resident terminates the lease;
 - iii. The owner and the resident agree to terminate the lease;
 - iv. The HA terminates the HAP contract; or
 - v. The HA terminates assistance for the family.
3. Any new lease or revision must be approved in advance by the HA. The HA and owner must enter into a new HAP contract for the residency under the new or revised lease.
4. The owner may offer the family a new lease, for a term beginning at any time after

the initial year. The owner must give the resident written notice of the offer, with a copy to the HA, at least 60 days before the proposed beginning date of the new lease term. The offer must specify a reasonable time limit for acceptance by the family. If the family does not accept the offer they must notify the HA and the owner before moving from the unit. Failure to do this is a breach of family obligations under the program.

C. Contract Rent Adjustments

1. Certificate Program: Before the initial contract is executed, owners are informed of program regulations regarding both annual adjustments and special adjustments. They are also made aware of the HA's review process regarding contract rent adjustments.
 - a. Upon receipt of an owner's request for an annual rent adjustment, the following will be reviewed: The timeliness of the owner's request, the current Housing Quality Standards inspection, the reasonableness of the requested rent in respect to upgrades completed, ongoing property maintenance, and the limitation of the appropriate annual adjustment factor. For the Certificate program, any adjustment cannot exceed the amount determined to be reasonable under rent reasonableness comparability. HA approval is required for all rent increases.
 - b. No annual increase will be given for units if the amount of the increase requested exceeds the annual adjustment factor published in the Federal Register for the current period. Rents paid for assisted units must be the least of:
 - i. The maximum amount allowable by application of the annual adjustment factor, or
 - ii. the amount determined to be Rent Reasonable, or
 - iii. the rent charged for comparable unassisted units owned by the same owner.
2. Moderate Rehabilitation Program: For the Moderate Rehabilitation Program, any adjustment shall only be made at the annual review date of the master contract. In the event the HA fails to review the requested adjustment within 30 days, such increase shall be automatically implemented.
3. Voucher Program: The amount of the monthly rent may not be increased during the first year of the lease. After the first year rents may be increased if the owner gives at least 60 days written notice to the family and the HA prior to the start of the increased rent. The notice shall state both the new rental amount and the date from which the increased rent is payable.

XIII. ADJUSTMENT OF UTILITY ALLOWANCES

- A. Timing of Changes: At least annually, the HA shall determine whether there has been a substantial change in utility rates that were used to calculate allowances. If there has been a change of more than 10% individually or cumulatively, the utility allowance

will be adjusted to reflect such increases. Such change shall be processed according to federal regulations.

- B. Resident Owned Appliances: The HA will give residents a utility allowance for stoves and refrigerators that they provide. The determination regarding provision of appliances is between the landlord and the resident; the HA will not be involved.

XIV. PAYMENTS TO OWNERS

A. General

1. Due Date: Housing Assistance Payments, (the difference between the contract rent and the portion of the rent payable by the family) shall be paid to the owner in accordance with the contract on or before the first of each month. If the HA fails to make timely payment, the HA may be obligated to pay a late payment fee in accordance with state or local law. However, unless another source is authorized by HUD the HA may only use the following sources for payment of any late payment fee:
 - a. Administrative fee income; or
 - b. The administrative fee reserve.
2. Signatures Required for Payment: No payments will be made on behalf of an assisted family until the Lease and the Housing Assistance Payments Contract have been signed by all appropriate parties.
3. Internal Controls: The HA will maintain an internal control system which will ensure the accurate posting and tracking of Housing Assistance Payments to owners.
4. Abatement: If a unit under lease fails to meet housing quality standards due to owner negligence, the owner will be given an opportunity to cure the deficiencies. In no event shall the period of time allowed to correct the deficiencies exceed 30 days from the date of the inspection. If the deficiencies are not corrected within the time specified in a notice, together with any extension that might be given, the HA will abate the housing assistance payment. If the deficiency(ies) are not corrected, a Notice of Cancellation of Contract will be sent to the landlord by certified mail. and a new Certificate/Voucher will be issued to the family. If deficiencies are corrected, and payments reinstated, the payments will not be retroactive, but will resume on the day the unit passes inspection.
5. Disconnected Utilities: Failure to maintain utility services which are designated in the lease as being the responsibility of the family will result in the unit failing housing quality standards inspection. If the service is not restored within 24 hours, the contract will be canceled, and assistance to the family will be terminated. A cancellation notice will be sent to the landlord and family by certified mail.
6. Owner Terminations: When the owner terminates the lease the housing assistance payments terminate. However, if the owner has started the process to evict the resident, and if the family continues to reside in the unit, the HA must

continue to make housing assistance payments to the owner in accordance with the HAP contract until the owner has obtained a court judgment or until the family moves from or is evicted from the unit.

7. Family Terminations: If the family moves out of the unit, the HA may not make any housing assistance payment to the owner for any month after the month when the family moves out. The owner may keep the housing assistance payment for the month when the family moves out of the unit.
8. Overlap of Housing Assistance Payments: If a family moves from an assisted unit with continued assistance, the term of the lease for the new unit may begin during the month the family moves out of the first unit. Overlap of the last housing assistance payment (for the month when the family moves out of the old unit) and the first assistance payment for the new unit, is not considered a duplicate housing subsidy.

XV. ASSISTANCE FOR FAMILIES UNDER LEASE

- A. Referrals for Assistance: The HA will plan, develop, and coordinate working relationships with human service and social service agencies that can be of help to residents. The HA staff will assist in providing information and referral service to residents.
- B. Assistance from HA: Families who have questions or problems regarding their participation in the Certificate/Voucher program, may request assistance from the HA.

XVI. ANNUAL AND INTERIM RE-EXAMINATIONS

- A. General Conditions: All residents must have an annual re-examination. Annual and interim re-examinations are conducted in accordance with federal regulations.
 1. Effective Dates: Housing assistance payments and tenant rent changes become effective upon execution of a new lease and contract, or by notification of change to lease to owner and resident.
 2. Failure to Keep Appointments: Resident's failure to appear for a scheduled re-examination and/or submit required verification may result in termination of their housing assistance. The Certificate/Voucher and lease/contract will terminate on the anniversary date.
 3. Continuation of Rent: Rent will remain in effect for the period between annual re-examinations unless an interim re-examination is conducted.
- B. Annual Recertification
 1. Notification of Recertification: The HA will notify the resident 120 days prior to their anniversary date, of the date and time of their annual re-examination.

2. Change in Unit Size: Residents requiring larger or smaller units are issued a Certificate/Voucher for the appropriate bedroom size dwelling unit at the annual re-examination, or at such other times as necessary, depending on availability. However, if the family size exceeds the maximum occupancy criteria for continued occupancy, the family must be immediately issued the appropriate size certificate/voucher. At annual re-examination, the applicable payment standard for Vouchers will not change unless the family moves to a different unit, or there has been a change in family size. The payment standard may not be less than the standard previously used, except when the family qualifies for a smaller unit.
- C. Interim Recertification: Any changes in family income or composition will result in an interim recertification, except for changes in income which result in increase in the total tenant payment of \$30 or less.
1. Income Changes: Any of the changes listed below must be reported to the HA within ten (10) working days. The HA will verify all changes. Types of changes will include the following:
 - a. Loss of job;
 - b. Commencement of job;
 - c. Change in source of income;
 - d. Loss or addition of income recipient or family member through birth, marriage, divorce, death, or other continuing circumstances;
 - e. Receipt or loss of welfare, supplemental security income, general assistance, unemployment workman's compensation, social security benefits, or other source of income;
 - f. Entry into, or discharge from, military service;
 - g. Retirement.
 2. Income Averaging Instead of Interim Re-examinations: Families whose past employment has been sporadic or who are on welfare, then work, then are unemployed, may be denied interim re-examinations, if such an income pattern is expected to continue. Instead a reasonable twelve months estimate of their income may be based upon past income and present rate of income, or income tax returns.
 3. Family Composition Changes: All changes must be reported to the HA. Additions to the family other than birth of a child must have prior written approval of the owner and the HA.
 4. Effective Date of Rent Changes Due to Interim Recertification:
 - a. Rent Decreases: If a change in family circumstances or income results in a rent decrease, the adjustment in rent will be effective the first day of the month following the date of reported change. Decrease in rent will not be granted without verification of the decrease in income.
 - b. Rent Increases: If a change in family circumstances or income results in a rent increase, the adjustment in rent will be made effective the first day of the second month following that in which the change in family circumstances or income occurred.
 - c. Notification of Change: Resident and owner will be notified as to any changes in the Housing Assistance Payment or tenant rent.

- d. Errors in Rent: If an error in rent is revealed at any time during the income year, proper adjustment will be made to correct the error as follows:

D. Errors in Rent

1. Errors Which are the Fault of Resident:

- a. Resulting in Increase: If the error is the fault of the resident, and results in the resident owing additional rent, such rent shall be repaid by the family within a reasonable period of time. Failure to repay may result in termination.
- b. Resulting in Decrease: If the error is the fault of the resident and it results in a decrease, the change will be made effective the first of the month following the month in which the change is reported or discovered.

2. Errors Which are Not the Fault of Resident:

- a. Resulting in Increase: If the error is not the fault of the resident and it results in increased tenant rent, such rent shall be made effective the first day of the second month following the date the change is corrected.
- b. Resulting in Decrease: If the error is not the fault of the resident, and corrective action results in a decreased rent, such rent shall be made effective as of the date the error was made. If a refund is necessary, because of a decrease in rent, it shall be processed immediately.

XVII. TRANSFER OF RESIDENCY/PORTABILITY

A. Transfers Within HA's Area of Jurisdiction:

1. Transfer After First Year of Lease: If the resident desires to transfer, they may do so freely upon completion of the first year's term of the lease. However, a family will not be allowed more than one move during any one year. The resident must first submit a 30 day written notice, but not more than a 60 day notice, to the landlord stating his/her intention to vacate. A copy of this notice, signed by the resident, must be provided to the HA. Failure to do this is a breach of family obligations under the program.
2. Transfer Prior to Completion of First Year of Lease: If the resident desires to transfer, but has not completed the initial year's term of the lease, the transfer will not be granted by the HA unless both resident and landlord mutually agree to rescind the lease. If both the landlord and resident do so agree, they must both sign a mutual decision form supplied by the HA. A copy of the decision must be provided to the HA. (Also see page 30, XIX, D, 4.)
3. Sufficient Funding for Transfers: Permission to move may be denied by the HA if there is not sufficient funding for continued assistance. At any time, the HA may deny permission to move in accordance with CFR 982.552.

B. Portability - General Conditions:

1. The Peoria HA will administer portable vouchers/certificates on behalf of the issuing HA; or it will issue its own vouchers/certificates to the family.
2. The receiving HA will perform all functions normally associated with providing assistance to a family in the voucher/certificate program, including lease approval, annual re-examination of income, annual inspection of the unit to meet housing quality standards, and executing the HAP contract. The receiving HA will bill the initial HA for the housing assistance payment on behalf of the family. The receiving HA will be eligible to receive 80% of administrative fees, and 100% of preliminary and hard-to-house fees associated with the portable vouchers/certificates being administered.
3. The amount of housing assistance shall be based on the applicable payment standard or FMR in effect at the receiving HA at the time the voucher/certificate is received.
4. The initial eligibility income of the family moving from another jurisdiction shall be based upon the income limits of the receiving HA. The receiving HA must deny assistance to the moving family if the family income exceeds the receiving HA's income limits.
5. The HA shall limit the family moves to not more than once in a twelve month period.

6. The receiving HA will promptly notify the initial HA if the family ceases to be a current participant in the initial HA's certificate/voucher program, or has requested to move to another HA jurisdiction or of any change which would effect the HAP.
7. In order to qualify for portability, a family must be otherwise eligible to move under the usual program requirements relating to such matters as money owed, proper termination of current lease, etc.
8. The receiving HA will determine whether to extend the certificate or voucher term.
9. The receiving HA will determine the family unit size for the portable family.
10. When a family moves under portability to an area outside the initial HA jurisdiction, the receiving HA must administer assistance for the family.
 - a. In these conditions, an HA with jurisdiction in the area where the family wants to lease a unit must issue the family a certificate or voucher. If there is more than one HA, the initial HA may choose the receiving HA.
 - b. If the family was receiving assistance under the initial HA certificate under the initial HA certificate program; but is ineligible for admission to the voucher program, a receiving HA must provide continued assistance under the certificate program. If the family was receiving assistance under the initial HA voucher program, but is ineligible for admission to the certificate program, a receiving HA must provide continued assistance under the voucher program.
 - c. If a receiving HA is absorbing the family into its own program, the receiving HA has the choice of assisting the family under either the certificate or voucher program. If a receiving HA is not absorbing the family into its own program, the receiving HA must assist the family under the same program.

C. Portability - Where a family can lease:

Under portability a certificate/voucher holder may move outside the jurisdiction of the HA, subject to the following guidelines:

1. Permits mobility to any HA jurisdiction in the United States, Guam, and Puerto Rico, that are administering a resident-based program.
2. The certificate/voucher holder must have lived in the HA's area of jurisdiction for at least one year.
3. If an HA administers a Resident-based Program, they must accept all incoming portable vouchers/certificates.

XVIII. TERMINATIONS OF RESIDENCY BY OWNER OR PARTICIPANT

A. Owner Initiated Lease Terminations: The owner may terminate the residency during the term of the contract and lease for the reasons listed below. If the termination requires eviction, it must be done through court action.

1. Serious or repeated violation of the terms and conditions of the lease;
2. Violation of federal, state or local law which imposes obligations on a resident in connection with the occupancy or use of the dwelling unit and surrounding premises; or
3. Criminal Activity. Any of the following types of criminal activity by the resident, any member of the household, a guest or another person under the resident's control shall be cause for termination of residency;
 - a. Any criminal activity that threatens the health, safety or right to a peaceful enjoyment of the premises by other residents;
 - b. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of their neighbors residences by persons residing in the immediate vicinity of the premises; or
 - c. Any drug-related criminal activity on or near the premises.
4. Other good cause. However, during the first year of the term of the Lease, the owner may not terminate the residency for "other good cause" unless the termination is based on malfeasance or nonfeasance of the Resident Family. The following are some examples of "other good cause" for termination of residency by the Landlord:
 - a. Failure by the Resident Family to accept the offer of a new Lease;
 - b. Resident Family history of disturbance of neighbors or destruction of property, or of living or housekeeping habits resulting in damage to the unit or property;
 - c. The Landlord's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit; or
 - d. A business or economic reason for termination of the residency (such as sale of the property, renovation of the unit, desire to rent the unit at a higher rental);

NOTE: This list of examples is intended as a non-exclusive statement of some situations included in "other good cause," but shall in no way be construed as a limitation on the application of "other good cause" to situations not included in the list.

The Owner may not terminate the residency during the first year of the term of the Lease for examples a,c, or d of "other good cause."

B. Participant Initiated Lease Terminations

1. After Completion of First Year of Lease: If a resident wishes to move, they may do so at any time after the first year of the term of the lease. The resident must submit a 30 day written notice, but not more than a 60 day notice, to the landlord. A copy of this notice, signed by the resident, must be provided to the HA. Failure to do this is a breach of family obligations under the program.
2. Prior to Completion of First Year of Lease: If a family desires to be released prematurely from a Lease in effect at the time, such resident shall first obtain a Mutual Termination form from the HA. This form must be filled out, in full, by the landlord and resident, and returned to the HA.

XIX. HA DENIAL OR TERMINATION OF ASSISTANCE FOR FAMILY

The following section states the grounds on which a HA may deny assistance for an applicant or terminate assistance for a participant:

- A. The HA has determined that the resident is not in compliance with the family obligations of their certificate/voucher.
 1. The family has not supplied information that the HA or HUD determines necessary to administrate the program.
 2. The family has not disclosed and verified social security numbers, or signed and submitted consent forms for obtaining information.
- B. The resident has been determined to be using their subsidized unit for drug related criminal activity.
- C. The unit is determined by the HA and/or owner to be abandoned or unoccupied for a period of 30 days or more.
- D. The resident fails to allow the HA to inspect the unit at reasonable times and after reasonable notice.
- E. The resident/applicant fails to locate a unit within the allotted time period stated on the certificate/voucher.
- F. The resident/applicant has abused the program, committed fraud, and/or engaged in fraudulent activities in connection with the Section 8 or other federally assisted housing programs.
- G. The resident/applicant owes money to the HA and/or another HA in connection with the Section 8 Housing Program or the resident has breached an agreement to repay amounts owed to the HA. Also see Page 31, XIX, D,4.

- H. The resident/applicant fails to keep scheduled appointments and/or provide required information for any certification or recertification.
- I. The resident has sublet the unit or transferred the lease, or fails to notify the HA before vacating the unit.
- J. Incidents of harassment, threats, intimidation, or verbal or physical abuse of HA staff shall be grounds for immediate termination of the certificate/voucher.
- K. Residents whose total tenant payment equals or exceeds the gross rent for their dwelling unit, will be notified of their responsibility for the entire contract rent amount.
 - 1. Housing assistance payments shall be terminated with proper notice to both the resident and owner.
 - 2. Termination of housing assistance payments shall not affect the resident's other rights under the lease, nor shall termination preclude the resumption of payments as a result of changes in income or other relevant circumstances.
 - 3. If 180 consecutive calendar days has passed since the date of the last housing assistance payment, the contract must be terminated.
- L. Resident does not use the unit solely for residence by the family and as the family's principal place of residence.
- M. The resident is receiving assistance under the Section 8 program while occupying or receiving assistance under any other federal housing assistance program.
- N. The resident has acquired any interest in the dwelling unit except as it pertains to pad rental for a manufactured home.
- O. The resident/applicant has misrepresented information to the HA. Any family that the HA determines to have misrepresented family income, assets, composition, or allowances; or to have failed to report a change in family composition or income, will be required to attend a conference to discuss the misrepresentation. The family will be given one week following the scheduled conference to provide information requested by the HA. If a family, upon review of the corrected information, is determined to have been ineligible at the time the initial certificate/voucher was issued, or is currently ineligible, the HA shall notify the family and the owner that the family is ineligible for further housing assistance payments because of the family's failure to comply with their obligations under the certificate/voucher. Housing assistance payments on behalf of the family and the housing assistance payments contract shall terminate 30 days from the date of notifications. The notification shall advise the resident of their right to an informal hearing.

If the family remains eligible and the misrepresentation results in an overpayment of assistance, the HA will:

1. Charge the resident the correct rent retroactive to the first day of the month following the date the change occurred and notify the resident in writing of any retroactive rent owed and offer them an opportunity for an informational hearing and to pay the money back under a repayment agreement. And/or,
2. Terminate the certificate/voucher, utilizing a 30 day written notice of termination which states:
 - a. the reason for the termination, or denial of assistance;
 - b. the effective date of the termination;
 - c. the family's right to request an informal hearing
 - d. the family's responsibility to pay the full rent to the owner if they remain in occupancy.

The HA will retain the right in either #1 or #2 above to seek further legal action.

- P. The resident/applicant or any member of the family has ever been evicted from public housing.
- Q. The resident/applicant or any member of the family has ever had their assistance under the certificate or voucher program terminated.
- R. The resident/applicant or member of the family commits drug-related criminal activity, or violent criminal activity. (The HA may deny or terminate assistance if the preponderance of evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted CFR 982.553)
- S. The resident participating in the Family Self Sufficiency (FSS) program failed to comply, without good cause, with the family's FSS contract of participation.

XX. HA CONTRACT TERMINATION

If the HA determines that a breach has occurred, the HA may exercise any of its rights or remedies under the Contract. The HA shall notify the Owner in writing of such determination, including a brief statement of the reasons for the determination. The notice by the HA to the Owner may require the Owner to take corrective action (as verified by the HA) by a time prescribed in the notice. The HA's rights and remedies under the Contract include recovery of overpayments, termination or reduction of housing assistance payments, and termination of the Contract. The HA may terminate with a written notice a contract with a landlord, for the following reasons:

- A. The unit is not in compliance with housing quality standards because the owner or resident has refused, or failed to correct, the housing quality standards deficiencies after proper notice by the HA.
- B. The resident has moved.
- C. The resident has been notified by the HA to move because the unit is either overcrowded or under-occupied.
- D. The owner has committed any fraud or made any false statement to the HA or HUD in connection with the Contract, or has committed fraud or made any false statement in connection with any federal housing assistance program.
- E. The unit is determined by the HA and/or owner to be abandoned or unoccupied.
- F. Contract is terminated by mutual agreement of the owner and resident in accordance with the lease terms.
- G. The HA cannot approve the new rent requested by the owner, and the owner will not accept a lower rent.
- H. The HA has found it necessary to terminate the resident's assistance for documented good cause.
- I. If the Owner has violated any obligation under this Contract or under any other housing assistance payments contract under Section 8 of the U.S. Housing Act of 1937.
- J. If the Owner has demonstrated any intention to violate any obligation under this Contract or under any other housing assistance payments contract under Section 8 of the U.S. Housing Act of 1937.
- K. For projects with mortgages insured by HUD or loans made by HUD, if the Owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the Regulatory Agreement; or if the Owner has filed any false statement or misrepresentation with HUD in connection with the mortgage or loan.

XXI. COMPLAINTS AND APPEALS

A. Complaints

1. Discrimination: If a person encounters discrimination from an owner in obtaining a unit, the HA will assist the person in filing a complaint with the Department of Housing and Urban Development and with a review of the specific circumstances.
2. General Resident/Landlord Disputes: In matters of General Resident/Landlord disputes, the HA shall review such matters and advise one or both parties as appropriate under the regulations. On matters of resident complaints involving housing quality standards, the staff shall attempt to resolve the complaint either by

phone contact with the owner or by conducting an interim inspection to verify the validity of such complaint. If the complaint is found to be valid, the owner will be notified in writing of the conditions and given a reasonable time to correct the stated conditions.

3. Resident/Landlord Complaint Regarding HA Decision: If a resident or landlord disagrees with a decision by a Section 8 staff person, the following procedure is available.
 - a. Contact the Housing Supervisor and discuss the problem. If a settlement cannot be reached, then
 - b. Contact the Department Manager.

B. Appeals

1. For Participants: The HA has established an informal hearing procedure which is in accordance with federal regulations. This procedure is explained in detail in Appendix "A" to this plan.
2. For Applicants: The HA has established an informal review procedure which is in accordance with federal regulations. This procedure is explained in detail in Appendix "B" to this plan.

XXII. MONITORING PROGRAM PERFORMANCE

- A. A strong emphasis is placed on staff communication in monthly staff meetings. Problems and potential problems are investigated, discussed and handled using team effort. HA management policy is formulated accordingly.
- B. Internal policies and procedures, as required for the implementation of the Administrative Plan, shall be developed as necessary.
- C. A monitoring and evaluation system has been developed to include major program areas. This system is designed to ensure that regulations are followed and program goals are met.
- D. Changes in approach are initiated on an as-needed basis, subject to program regulations and funding limitations.
- E. Annual and interim re-examinations, leases, contracts, and supporting documents are checked by appropriate staff for accuracy, completion, and program compliance.

XXIII. USE OF SECTION 8 OPERATING RESERVE FUNDS FOR OTHER HOUSING PURPOSES

The HA may not expend more than \$5,000 for "Other Housing Purposes" (as described in Handbook 7420.7 Change 9) without prior approval of the HA Board of Commissioners.

XXIV. REVISION OF ADMINISTRATIVE PLAN RESULTING FROM CHANGES IN LOCAL,

STATE, OR FEDERAL LAW OR REGULATION

The provisions of this plan are based upon local, state and Federal law and regulations. Should any applicable law or regulation change, this plan will be deemed to be automatically revised. To the extent that the change is mandatory (allowing no HA discretion), the text of the plan will be revised without requirement for administrative processing. By approving this provision, the Board of Commissioners understands that they are approving future automatic revisions responding to mandatory regulatory changes. The Board of Commissioners will be made aware of such changes and all such changes must be approved by the Department of Housing and Urban Development.

APPENDIX A SECTION 8 CERTIFICATE/VOUCHER PROGRAM ADMINISTRATIVE PLAN INFORMAL HEARING PROCEDURE (Participants Only)

- A. The opportunity for an informal hearing will be given to residents in the Section 8 Existing Program if the residents wish to have any of the following HA decisions/determinations reviewed for compliance with the law, HUD regulations, and HA rules:
1. Decision to deny or terminate assistance on behalf of the resident, because of the resident's action or failure to act (CFR 982.552).
 2. Decision to deny a resident's request for an exception to the occupancy standard after a determination has been made that the resident family residing in the unit with a larger number of bedrooms than are appropriate under HA standards.
 3. Determination of the amount of "Total Tenant Payment" or "Tenant Rent".
 4. Determination of the number of bedrooms entered on the certificate/voucher as established under HA standards when assisted resident wants to move to another unit in the program.
 5. Determination to terminate assistance because the participant family has been absent from the unit for longer than the maximum period permitted (30 days).
- B. Residents must be given a right to a hearing prior to the HA's implementation of decisions listed in A.1, A.2 and A.5 of this section. A prior hearing is not required for the HA decision listed in A.3 or A.4 of this section.
- C. The HA will provide resident with prompt written notice of decisions/determinations listed above in section A of this procedure. The notice shall:
1. Include a brief statement of the reason for the decision.
 2. Advise the resident of his/her right to request an informal hearing if the resident does not agree with the decision.

3. Specify that the request for a hearing must be submitted in writing within 10 days of the date of the notice.

D. Informal hearings will be conducted in accordance with the following rules:

1. The hearing may be conducted by any person(s) designated by the HA, other than the person who made or approved the decision under review or a subordinate of such a person.
2. The person(s) conducting the hearing may regulate the conduct of the hearing in accordance with HA procedures.
3. The resident may be represented, at his/her own expense, by a lawyer or other representative.
4. Evidence may be presented by the HA and by the resident. Evidence may be considered without following judicial proceedings for rules of evidence.
5. The person conducting the hearing must provide the resident, within five (5) working days of the hearing, the notice of decision. The notice of decision must briefly state the reason(s) for the decision. Factual determinations shall be based on evidence provided at the hearing.
6. The family will be given the opportunity to examine before the HA hearing any HA documents that are directly relevant to the hearing. The family will be allowed to copy documents at the family's expense. If the HA does not make the document available for examination on request of the family, the HA may not rely on the document at the hearing.
7. The HA must be given the opportunity to examine at HA offices before the HA hearing any family documents that are directly relevant to the hearing. The HA must be allowed to copy any such document at the HA' expense. If the family does not make the documents available, the family may not rely on the documents at the hearing.

E. The HA will not be bound by a hearing decision in the following situations:

1. If a decision is made about a matter for which the HA is not required to provide a hearing; or
2. If a decision is made contrary to HUD regulations or requirements, or otherwise contrary to federal, state or local law.

F. The HA is not required to provide an opportunity for an informal hearing in the following instances:

1. To review discretionary administrative determinations by the HA or to consider general policy issues or class grievances.
2. To review the HA's determination that a unit does not comply with the HA's Housing Quality Standards or that the owner has failed to maintain or operate a unit to provide decent, safe, sanitary housing in accordance with Housing

Quality Standards (including all services, maintenance, and utilities provided in the lease) or that the unit is not decent, safe, and sanitary because of an increase in family size or changes in family composition.

3. To review a decision by the HA to exercise any remedy against the owner under an outstanding contract including the termination of housing assistance payments to the owner.
4. To review the HA's decision not to approve a resident's request for an extension of the certificate/voucher term.
5. To review the schedule of utility allowances for residents in the HA's certificate/voucher program.

APPENDIX B
SECTION 8 CERTIFICATE/VOUCHER PROGRAM
ADMINISTRATIVE PLAN
INFORMAL REVIEW PROCEDURES
(Applicants Only)

A. Applicability

1. The HA will provide an opportunity for an informal review regarding a decision denying assistance to an applicant, including a decision:
 - a. Denying placement on the waiting list.
 - b. Denying issuance of a Certificate of Family Participation/Voucher.
 - c. Denying participation in the program.
2. The HA is not required to provide an opportunity for informal review:
 - a. To review discretionary administrative determinations by the HA, or to consider general policy issues or class grievances.
 - b. To review the HA's determination of the number of bedrooms entered on the certificate under the standards established by the HA in accordance with HUD regulations.
 - c. To review the HA's determination that a unit located by a certificate holder does not comply with the HA's housing quality standards established in accordance with appropriate HUD regulations, or the HA's determination not to approve a lease for the unit.
 - d. To review the HA's decision not to approve a request by a certificate holder for an extension of the term of the certificate.
 - e. Restrictions on assistance for noncitizens.

B. Procedures

1. The HA shall give an applicant for participation in the Section 8 program prompt written notice of a decision denying assistance to the applicant, including a decision denying placement on the official waiting list, issuance of Certificate of Family Participation, or participation in the program. The notice shall also state that the applicant may request an informal review of the decision, and shall describe how to obtain the informal review.
2. The applicant must submit a written request for an informal review within ten days of notification of the decision denying assistance.
3. If the request does not meet the criteria to be eligible for informal review, the applicant will be promptly notified in writing.
4. If the request does meet the criteria to be eligible for informal review, an informal

review will be scheduled within ten days of the date of the request.

5. The informal review shall be conducted by any person or persons designated by the Housing Director other than a person who made or approved the decision under review or a subordinate of such person.
6. The applicant shall be given an opportunity to present written or oral objections to the HA's decision.
7. The HA shall promptly notify the applicant in writing of the final decision after the informal review, including a brief statement of the reasons for the final decision.

APPENDIX C
SECTION 8 CERTIFICATE/VOUCHER PROGRAM
ADMINISTRATIVE PLAN
DEFINITION OF TERMS

- A. Adjusted Income: Annual Income less the following allowances determined in accordance with HUD instructions:
1. \$480 for each Dependent;
 2. \$400 for any Elderly Family;
 3. For any family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, handicapped assistance expenses in excess of three percent of annual income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person;
 4. For any elderly family that does not have handicapped assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three percent of annual income; for any elderly family that has handicapped assistance expenses greater than or equal to three percent of annual income, an allowance for handicapped assistance expenses, plus an allowance for medical expenses that is equal to family's medical expenses; for any elderly family that has handicapped assistance expenses that are less than three percent of annual income, an allowance for combined handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income;
 5. Child care expenses (See page 20 for detail).
- B. Annual Income:
1. Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for the 12-month period following the effective date of certification of income, exclusive of certain types of income as provided in paragraph (b) of this section. If it is not feasible to anticipate an amount of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

- a. Income includes, but is not limited to:
 - i. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commission, fees, tips, and bonuses, and other compensation for personal services;
 - ii. The net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from a business);
 - iii. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall be deducted to determine the net income from real or personal property). Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook saving rate as determined by HUD;
 - iv. The full amount of periodical payments received from social security, annuities, insurance policies, retirement funds, pensions, disability, or death benefits, and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment;
 - v. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (see paragraph (b) (3) of this section);
 - vi. Welfare Assistance includes but is not limited to AFDC, General Assistance, Supplemental Security benefits, and Unemployment Compensation.
 - vii. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.
 - viii. All regular pay, special pay and allowances of a member of the Armed Forces (see paragraph (b) (7) of this section).
- b. Annual income does not include the following:
 - i. Income from employment of children (including foster children) under the age of 18 years;
 - ii. Payments received for the care of foster children;
 - iii. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (see paragraph (a) (v) of this section);
 - iv. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
 - v. Income of a live-in aide;
 - vi. Amounts of educational scholarships paid directly to the students or to the educational institution, and amounts paid by the government to a veteran, for use in meeting the costs of tuition, fees, books,

equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;

- vii. For special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- viii. Amounts received under training programs funded by HUD;
- ix. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); or
- x. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specified program;
- xi. Temporary, nonrecurring or sporadic income (including gifts); or
- xii. Earned Income Tax Credit refunds; or
- xiii. Student financial assistance under Title IV of the Higher Education Act of 1965; or
- xiv. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development block Grant of 1990; or
- xv. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era; or
- xvi. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. A notice will be published in the federal register and distributed to HA's and owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. Examples of excluded amounts are:
 - a. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4636);
 - b. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));
 - c. Payment to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044 (g), 5058);
 - d. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a));
 - e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

- f. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program (42 U.S.C. 8624f);
- g. Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1522b);
- h. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L 94-540, 90 Stat. 2503-2504);
- i. The first \$2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian Tribe by the Secretary of the Interior (25 U.S.C. 117b, 1407);
- j. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution (See 24 CFR 215.1(c) (6), 236.3(c) (6), 813.106(c) (6), and 913.106(c) (6); and
- k. Payments received from programs under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f)).

C. Applicant: An applicant is a Family who is seeking assistance through the Section 8 program and:

- 1. Who does not yet have a fully executed Housing Assistance Payments Contract; or
- 2. Who has had an executed contract in the past but has had a lapse in certification.

An applicant is any Family who is not a participant (see definition in this section of this Plan).

Applicants do not have the right to be listed on the HA waiting list, to any particular position on the waiting list, to receive a Certificate, or to participate in the HA's program.

D. Area of Operation: The recognized City limits of the City of Peoria which shall not conflict with any other area of jurisdiction.

E. Assets: The value of (or equity) in real property, stocks, bonds, savings accounts or certificates, stocks or merchandise or valuables and other forms of capital investments. (Does not include personal and household belongings and automobiles.) Assets shall include any asset disposed of at less than fair market value within the last two years.

F. Certificate of Family Participation: A Certificate issued by the Housing Authority declaring a Family to be eligible for participation in the Section 8 Existing Program. Being the recipient of a Certificate does not classify the Family as a Participant (see definition of Participant), but entitles the Family to begin seeking a unit for assistance.

- G. Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period of which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. A child care deduction will not be allowed if an adult family member is capable and available to provide the child care. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment and only to the extent such amounts are not reimbursed.
- H. Citizen: A citizen or national of the United States.
- I. Continuously Assisted: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program. This definition also includes families who are not currently under contracts for HAP payments, provided that the interruption in HAP payments on behalf of the family has been for a period of 120 days or less.
- J. Contract Rent: The total amount of rent specified in the Housing Assistance Payments Contract as payable by the HA and the resident to the Owner for an assisted unit. In the case of the rental of only a manufactured home space, Contract rent is the total rent specified in the HAP contract as payable by the HA and the resident to the Owner for rental of the space, including fees or charges for management and maintenance services with respect to the space, but excluding utility charges for the manufactured home.
- K. Decent, Safe and Sanitary Housing: Housing that meets the Housing Quality Standards of CFR Section 882.109 or the requirements for Single Room Occupancy (SRO) Housing.
- L. Delay: Assistance to an applicant may be delayed until after the conclusion of the INS appeal process, but not denied until after the conclusion of the Housing Authority informal hearing process.
- M. Denial or Termination: Assistance to an applicant shall be denied, and assistance shall be terminated upon the following:
1. evidence of citizenship and eligible immigration status is not submitted within 60 days, or by the expiration of any extension granted; or
 2. evidence or documentation is submitted, but INS does not verify eligibilities; and
 3. the family does not pursue an appeal with the INS or informal hearing with the Housing Authority.
- N. Dependent: A member of the family household (excluding foster children, head of household, or spouse) who is under 18 years of age or is a disabled person or handicapped person or is a full-time student.

O. Disability:

1. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
2. Blind and unable by reason of such blindness, to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.
3. Mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual closely related to mental retardation requiring treatment similar to that required for mentally retarded individuals.

P. Disabled Person: A person who is any of the following:

1. A person who has a disability as defined in section 223 of the Social Security Act. (42 U.S.C.423
2. A person who has a physical, mental or emotional impairment that:
 - a. Is expected to be of long-continued and indefinite duration;
 - b. Substantially impedes his or her ability to live independently, and
 - c. Is of such a nature that ability to live independently could be improved by more suitable housing conditions.
3. A person who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S. C. 6001(7)).which defines a developmental disability as:

"severe chronic disability that (a) is attributable to a mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity: (1) self-care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (e) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated."

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living with one or more live-in aides.

- Q. Displaced Person/Family: A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
- R. Drug-Related Criminal Activity: The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C.802)).
- S. Elderly Family: A family whose head or spouse or whose sole member is at least 62 years of age person. It may include two or more elderly persons living together, or one or more of these persons living with one or more live-in aides.

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

- T. Excess Medical Expenses: Any medical expenses incurred by elderly families only after 10/1/84, in excess of 3% of annual income which are not reimbursable from any other source.
- U. Federal Preference: A preference under federal statute and regulations for admission of applicant families that are any of the following:
 - 1. Involuntarily displaced
 - 2. Living in substandard housing (including families that are homeless, or living in a shelter for the homeless)
 - 3. Paying more than 50% of family income for rent and utilities (rent burden)

For more information see the definitions of "Homeless Family", "Involuntary Displacement" and "Rent Burden" that follow in this section.

- V. Family:
 - 1. A "family " may be a single person or a group of persons.
 - 2. A "family" includes a family with a child or children.
 - 3. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family.

4. A single person family may be:
 - a. An elderly person.
 - b. A displaced person.
 - c. A disabled person.
 - d. Any other single person.

5. A child who is temporarily away from the home because of placement in foster care shall not be considered a member of the family. "Temporarily away" shall mean an absence that is projected, by the agency supervising the foster care placement, to last less than one year from the time of admission.

- W. Fair Market Rent: The rent, including utilities (except telephone), ranges, refrigerators, and all maintenance, management, and other services, which as determined at least annually by HUD, would be required to be paid in order to obtain privately owned, existing, decent, safe, and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Separate Fair Market Rents shall be established for dwelling units of varying sizes (number of bedrooms(s)).

- X. Fair Market Rent (Mobile Home Space): The rent which, as determined at least annually by HUD, would be required to be paid in order to obtain privately owned, decent, safe, and sanitary mobile home spaces of modest nature. This rent includes certain maintenance and management services. Rents for double-wide spaces will be permitted for assisted families of 5 or more persons so long as the mobile home meets the minimum occupancy standards for families in accordance with federal regulations.

- Y. Full-Time Student: A person who is carrying a subject load that is considered full time for day students under the standard and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

- Z. Gross Rent: The total monthly cost of housing an eligible family, which is the sum of the contract rent and any utility allowance for the assisted unit. In the case of rental of only manufactured home space, gross rent also includes the family's monthly payment to amortize the purchase price of the manufactured home.

- AA. Handicapped Assistance Expenses: Reasonable expenses that are anticipated during the period for which annual income is computed, for attendant care and auxiliary apparatus for a handicapped or disabled family member and that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

- BB. Head of Household: The family member who is responsible and accountable for the family.

CC. Homeless Family: A "Homeless Family" includes any person or family that:

1. lacks a fixed, regular, and adequate nighttime residence; and
2. has a primary nighttime residence that is:
 - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - b. An institution that provides a temporary residence for individual intended to be institutionalized; or
 - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A "Homeless Family" does not include any person imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

DD. INS: The U.S. Immigration and Naturalization Service.

EE. Involuntary Displacement: How applicant qualifies for displacement preference.

1. An applicant qualifies for a federal preference on the basis of involuntary displacement if either of the following apply:
 - a. The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing.
 - b. The applicant will be involuntarily displaced within no more than six months from the date of preference status certification by the family or verification by the HA.
2. "Standard, permanent replacement housing" is housing:
 - a. That is decent, safe, and sanitary;
 - b. That is adequate for the family size; and
 - c. That the family is occupying pursuant to a lease or occupancy agreement.

"Standard, permanent replacement housing" does not include:

- a. Transient facilities such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families; or
 - b. In the case of domestic violence, the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.
3. Meaning of involuntary displacement. An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:
 - a. Displacement by disaster. An applicant's unit is uninhabitable because of a disaster such as a fire or flood.
 - b. Displacement by government action. Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program.

- c. Displacement by action of housing owner.
 - i. Action by housing owner forces the applicant to vacate its unit.
- d. An applicant does not qualify as involuntarily displaced because action by a housing owner forced the applicant to vacate its unit unless:
 - i. The applicant cannot control or prevent the owner's action;
 - ii. The owner action occurs although the applicant met all previously imposed conditions of occupancy; and
 - iii. The action taken by the owner is other than a rent increase.

To qualify as involuntarily displaced because action by a housing owner forces the applicant to vacate its unit, reasons for an applicant's having to vacate a housing unit include, but are not limited to, conversion of an applicant's housing unit to non-rental or non-residential use; closing of an applicant's housing unit for rehabilitation, or for any other reason; notice to the applicant that the applicant must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy; sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when the unit is transferred; or any other legally authorized act that results or will result in the withdrawal by the owner of the unit or structure from the rental market.

Such reasons do not include the vacating of a unit by the resident as a result of actions taken by the owner because the resident refuses:

- i. To comply with HUD program policies and procedures for the occupancy of under-occupied or overcrowded units; or
 - ii. To accept a transfer to another housing unit in accordance with a court decree or in accordance with policies and procedures under a HUD-approved desegregation plan.
4. Displacement by domestic violence. An applicant is involuntarily displaced if:
- a. The applicant has vacated a housing unit because of domestic violence; or
 - b. The applicant lives in a unit with a person who engages in domestic violence.
 - c. "Domestic violence" means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household.
 - d. For an applicant to qualify as involuntarily displaced because of domestic violence;
 - i. The HA must determine that the domestic violence occurred recently or is of a continuing nature; and
 - ii. The applicant must certify that the person who engaged in such violence will not reside with the applicant family unless the HA has given advance written approval. If the family is admitted, the HA may deny or terminate assistance to the family for breach of this certification.

5. Displacement to avoid reprisals. An applicant family is involuntarily displaced if:
 - a. Family members provided information on criminal activities to a law enforcement agency, and
 - b. Based on a threat assessment, the law enforcement agency recommends re-housing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.
 - c. The HA may establish appropriate safeguards to conceal the identity of families requiring protection against such reprisals.

6. Displacement by hate crimes.
 - a. An applicant is involuntarily displaced if:
 - i. One or more members of the applicant's family have been the victim of one or more hate crimes; and
 - ii. The applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.
 - c. "Hate crime" means actual or threatened physical violence or intimidation that is directed against a person or his/her property and that is based on the person's race, color, religion, sex, national origin, handicap, or familial status.
 - d. The HA must determine that the crime involved occurred recently or is of a continuing nature.

7. Displacement by inaccessibility of unit. An applicant is involuntarily displaced if:
 - a. A member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and
 - b. The owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.

8. Displacement because of HUD disposition of multifamily project. Involuntary displacement includes displacement because of disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

FF. Live-In Aide: A person who resides with an elderly person or disabled person and who:

1. Is determined to be essential to the care and well-being of the person.
2. Is not obligated for the support of the person.
3. Would not be living in the unit except to provide necessary supportive services.

Live-in aides are not counted as remaining members of a resident family and their income is not included in the calculation of family income. Live-in aides will be listed as residing in the unit on the lease and landlord may apply the same screening criteria

as those used for screening any other residents. Live-in aides will be required to sign the lease and any addenda. Resident must request and receive approval for any change in live-in aide.

- GG. Low-Income Family: A family whose annual income does not exceed 80% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.
- HH. Lump-Sum Benefit: A payment of monthly benefits for a previous period which may be included as income. Only that portion of the payment attributable to the time the resident resided continuously under the Section 8 program may be counted as income.
- II. Medical Expenses: For purposes of income determination for elderly persons or families, medical expense in excess of 3% of total family income, where these expenses are not compensated for, or are covered by insurance. Medical expenses include such items as medical insurance premiums, dental expenses, prescription and nonprescription medicines, and other items designated as eligible medical expenses by the I.R.S.
- JJ. Minor: A person less than eighteen years of age. (Head of household, spouse, or an unborn child may not be counted as a minor for purposes of allowing a deduction.)
- KK. Mixed Family: A family whose members include those both with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
- LL. National: A person who owes permanent allegiance to the United States.
- MM. Net Family Assets: Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment excluding interests in Indian trust land and the equity in a housing cooperative unit or in a manufactured home in which the family resides.
- NN. Noncitizen: A person who is neither a citizen nor national of the United States
- OO. Participant: A family that has been admitted to the HA's certificate voucher program. The family becomes a participant on the effective date of the first HAP contract executed by the HA for the family (first day of initial lease term).
- PP. Pro-Rated Assistance--Section 8 Certificates:
 - 1. Determine gross rent for the unit. (Gross rent is contract rent plus any allowance for resident-paid utilities.)

2. Determine total tenant payment. (Annual income includes income of all family members, including any family member who has not established eligible immigration status.)
3. Subtract amount determined in step 2 from amount determined in step 1.
4. Multiply the amount in step 3 by a fraction for which:
 - a. the numerator is the number of family members who have established eligible immigration status; and
 - b. the denominator is the total number of family members.

The amount determined in #4 above is the pro-rated housing assistance for a mixed family.

Pro-ration of the housing assistance payment does not affect the contract rent to the owner. The family must pay, as rent, that portion of contact rent not covered by the pro-rated housing assistance.

QQ. Pro-Rated Assistance--Voucher:

1. Determine the amount of pre-proration voucher housing assistance payment. (Annual income includes income from all family members, including any family member who has not established eligible immigration status.)
2. Follow steps #2 - #4 under "Pro-rated Assistance--Section 8 Certificates".

RR. Ranking Preference: A preference used by the HA to select among applicant families that qualify for a federal preference.

SS. Remaining Family Members: The sole remaining family member after a reduction in family size shall be permitted to remain in housing if able to fulfill their obligations under the terms of the lease.

TT. Rent (for the purpose of determining Federal Preference):

1. The actual amount due, calculated on a monthly basis under a lease or occupancy agreement between a family and the family's current landlord; and
2. In the case of utilities purchased directly by residents from utility providers:
 - a. The utility allowance (if any) determined for the Section 8 Existing Housing Program for resident-purchased utilities (except telephone) and the other housing services that are normally included in rent; or
 - b. If the family chooses, the average monthly payments that it actually made for these utilities and services for the most recent 12-month period, or if information is not obtainable for the entire period for an appropriate recent period.

- c. For the purposes of calculating rent under this definition, amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.
- d. In the case of an applicant who owns a manufactured home, but who rents the space upon which it is located, rent, under this definition includes the monthly payment to amortize the purchase price of the home calculated in accordance with HUD's requirements.
- e. In the case of an applicant who resides within the jurisdiction of an Indian Housing Authority that is not administering a Section 8 Existing Housing program, the applicable utility allowance for purposes of calculating rent under this definition will be determined under 24 CFR part 965, Subpart E.
- f. In the case of members of a cooperative, rent under this definition means the charges under the occupancy agreement between the members and the cooperative.

UU. Rent Burden Preference:

- 1. "Rent burden preference" means the federal preference for admission of applicants that pay more than 50% of family income for rent.
- 2. For purposes of determining whether an applicant qualifies for the rent burden preference:
 - a. "Family income" means Monthly Income, as defined in 24 CFR 813.102.
 - b. "Rent" means:
 - i. The actual monthly amount due under a lease or occupancy agreement between a family and the family's current landlord; and
 - ii. For utilities purchased directly by residents from utility providers;
 - iii. The utility allowance for family purchased utilities and services that is used in the HA resident-based program; or
 - iv. If the family chooses, the average monthly payments that the family actually made for these utilities and services for the most recent 12-month period, or if information is not obtainable for the entire period, for an appropriate recent period.
 - c. Amounts paid to, or on behalf of, a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.
 - d. For an applicant who owns a manufactured home, but who rents the space upon which it is located, rent includes the monthly payment to amortize the purchase price of the home, calculated in accordance with HUD's requirements.
 - e. For members of a cooperative, rent means the charges under the occupancy agreement between the members and the cooperative.
 - f. An applicant does not qualify for a rent burden preference if either of the following is applicable:
 - i. The applicant has been paying more than 50% of income for rent for less than 90 days;

- ii. The applicant is paying more than 50% of family income to rent a unit because the applicant's housing assistance for occupancy of the unit under any of the following programs has been terminated because of the applicant's refusal to comply with applicable program policies and procedures on the occupancy of under-occupied and overcrowded units;
 - g. The Section 8 programs or public and Indian housing programs under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq):
 - h. The rent supplement program under section 101 of the Housing and Urban Development Act of 1965 (12 U.S.C. 1701s); or
 - i. Rental assistance payments under section 236(f)(2) of the National Housing Act (12 U.S.C. 1715z-1).

- VV. Rent Reasonableness Limitation: The HA is required to certify for each Section 8 Existing unit assisted that the Contract Rent is reasonable in relation to comparable units on the private unassisted market and not in excess of rents currently being charged for comparable unassisted units owned by the same landlord.

- WW. Resident of Area: A family living in the HA's jurisdiction, working in the HA's jurisdiction, or notified that they are hired to work in the HA's jurisdiction. The length of time the family has lived or worked in the jurisdiction may not be considered.

- XX. Security Deposit: An amount deposited with the owner equal to the family's total tenant rent or \$50, whichever is greater, unless the family was in residence in the unit prior to the Section 8 assistance, in which case an equivalent or greater amount previously paid meets the requirement.

- YY. Single Person: A person who lives alone or intends to live alone who does not qualify as an elderly family, displaced person or the remaining member of resident family. The HA will not admit single persons without prior authorization from HUD.

- ZZ. Substandard Housing:
 - 1. A unit is substandard if the unit:
 - a. Is dilapidated;
 - b. Does not have operable indoor plumbing;
 - c. Does not have a usable flush toilet inside the unit for the exclusive use of a family;
 - d. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
 - e. Does not have electricity, or has inadequate or unsafe electrical service;
 - f. Does not have a safe or adequate source of heat;
 - g. Should, but does not, have a kitchen; or
 - h. Has been declared unfit for habitation by an agency or unit or government.

 - 2. Dilapidated unit. A housing unit is dilapidated if:
 - a. The unit does not provide safe and adequate shelter, and in its present

- condition endangers the health, safety, or well-being of a family; or
- b. The unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.
3. Status of SRO housing. In determining whether an individual living in single room occupancy (SRO) housing qualifies for federal preference. SRO housing is not considered substandard solely because the unit does not contain sanitary or food preparation facilities.
- aa. Temporary Deferral: A mixed family which decides not to accept pro-rated assistance, or a family which has no members with eligible immigration status, may be eligible for temporary deferral of termination. This will permit the family additional time for those family members with ineligible status to vacate to other affordable housing. If granted, the deferral period shall be for an initial period not to exceed six (6) months. The initial period may be renewed for an additional six (6) months, but shall not exceed a period of three (3) years.
 - bb. Very Low-Income Family: A family whose annual income does not exceed 50% of the median income for the area, as determined by HUD.

APPENDIX "D"
STAFFING PLAN

The HA must herein include a list of employees proposed for the program, stating their positions and functions to be performed.

APPENDIX E CALCULATION FORMULAS

A. Income: Annual income is the gross income anticipated to be received by the family during the 12 months following the effective date of admission or re-examination. (See Definition of Annual Income).

1. Computation of Annual Income:

- a. Use current family circumstances to anticipate income, unless the verification indicates an imminent change.
- b. Annualize all income, including income that may not last the full 12 months (such as unemployment benefits). When circumstances change, an interim re-examination may be processed.

2. Calculation Examples

a. Regular Employment:

- i. Hourly: Average hourly rate x average hours worked per week x 52 = annual income.
- ii. Salaried: Monthly salary x 12 = annual income.
- iii. Tips: Average tips per week x 52 = average annual tips.
- iv. Overtime: Average overtime hours per week x overtime rate x 52 = annual overtime.

b. Non-Regular Employment: Includes employment where wages, hours, and employers worked for are flexible and no business related deductions are claimed. In general, this category applies to those types of employment which do not readily fit in the regular employment category. For example, a person who does yard work for the same employers, same wage, same number of hours per period could and should be verified under the procedures for regular employment. However, if the client's wages, employers, and hours change frequently, their employment would be considered non-regular.

- i. Verification: The client must Self-Declare the following information:
 - aa. Type of work or services performed
 - bb. Average amount of income earned per month
 - cc. Signature of client and date prepared
- ii. Calculation: Average monthly income times 12 = annual income from non-regular employment.

c. Public Assistance: (Includes but not limited to AFDC, General Assistance, Supplemental Security Benefits, and Unemployment Compensation.)

- i. Calculation:
 - aa. Monthly Benefit x 12 = annual benefit
 - bb. Overpayments: In the case of benefits where a previous overpayment is currently being deducted, the gross amount of the benefit minus the deduction for repayment shall be used.

- d. Pensions/Social Security: Includes Social Security benefits, Veterans benefits, Pension, retirement, and annuity benefits.
 - i. Calculation
 - aa. Monthly benefit x 12 = annual benefit
 - bb. Overpayments: In the case of benefits where a previous overpayment is currently being deducted, the gross amount of the benefit minus the deduction for repayment shall be used.
- e. Child Support, Alimony, and Support payments made by other individuals: Includes regular payments made by a parent for the support of a minor child residing in the household, regular payments made by a former spouse, and any regular payments made by relatives, friends, or other persons to the family, or on behalf of the family for basic rent and utilities.
 - i. Calculation
 - aa. Amount of payment x frequency = annual support income
 - bb. Monthly (12)
 weekly (52) = Frequency
 bi-monthly (24)
 bi-weekly (26)
- f. Lump-Sum Payments: Generally lump-sum amounts received by a family are considered assets, not income, i.e. inheritances, insurance, settlements, proceeds from the sale of property, etc. Deferred payments made because of a delay in processing a periodic payment such as unemployment, social security, welfare benefits, etc. must be counted as income. If an interim re-examination was not conducted to reduce the total tenant payment, any lump sum amounts received by the family will be treated as an asset. The following example will apply only if an interim re-examination to reduce the total tenant payment is conducted.
 - i. Example: Family member loses her job on October 10, 1986. Unemployment benefits are delayed. On December 10, 1986, family received a lump-sum payment of \$600 for October 21, 1986 through December 7, 1986. Beginning December 8, 1986, the family receives \$100 per week in unemployment benefits.
 - aa. Family requests and the HA processes an interim re-examination. The interim re-examination reduces the family's total tenant payment and is effective November 1, 1986. After family receives lump-sum payment in December, HA processes another interim re-examination. Interim is effective February 1, 1987 and Annual Income is computed as shown below. HA annualizes income even though unemployment income is not expected to last the full twelve months and reminds family to come in for an interim when circumstances change.
 - bb. Any amounts deducted from lump sum payments for attorney's fees shall be deducted from the lump sum amount which is counted as income.
 - cc. Any lump sum amounts, counted as income, shall be included as income for the entire year (until the next annual re-examination), or for 12 months, whichever is greater.

ii. Calculation:

aa. \$600 (Lump-sum payment) plus \$5200 (\$100/week unemployment) = Annual Income from unemployment.

B. Assets: Family Assets include interest, dividends, and any other net income of any kind from real or personal property, to include any assets disposed of at less than fair market value within the last two years.

1. Total Value of Assets Calculation:

- a. Savings and Checking Accounts, Certificates of Deposit, IRA and KEOGH Accounts: Account balance or certificate of deposit value = total asset value of savings and checking accounts/certificates of deposit, IRA and KEOGH accounts.
- b. Stocks: Number of shares x current per share value = total asset value of stocks.
- c. Bonds: Cash value of bond x number of bonds = total asset value of bonds.
- d. Notes and Mortgages Held: Principal amount remaining = total asset value of notes and mortgages held.
- e. Trusts:
 - i. If trust is non-revocable, it is not counted as an asset.
 - ii. If trust is revocable, current amount of trust = total asset value of trust.
- f. Real Property Owned: Current market value minus amount owed (if any) = total asset value of real property owned.

2. Income from Assets Calculation:

- a. Savings and Checking Accounts, certificates of Deposit, IRA and KEOGH Accounts: Account balance x interest rate = annual income from savings/certificates of deposit, IRA and KEOGH accounts.
- b. Stocks: Amount of dividends paid x frequency of payment = annual dividend income.
- c. Notes and Mortgages Held: Interest portion of the payment x frequency of payment = annual note or mortgage income. (Repayment of principal is not considered income.)
- d. Trusts: Use amount of annual proceeds as determined through verification.
- e. Real Property Owned (if property is income producing):
 - i. If income tax return for property is available, use the amount of net annual income from tax return.
 - ii. If no income tax return is available, only the following deductions will be allowed:
 - aa. amount of payments received x frequency of payment = gross annual income, then
 - bb. if balance owed on property, amount of interest portion of payments made x frequency of payment = annual interest deduction.

- f. Assets Disposed of: Client must sign a Certification of Divestiture of Assets at each certification or recertification. Assets disposed of for less than fair market value during the two years preceding effective date of certification or recertification are included as assets. Cash value of the asset, the amount the family would receive if the asset were converted to cash, must be used. Cash value is market value minus reasonable costs that were or would be incurred in selling or converting the asset to cash. Expenses which may be deducted include the following:
- i. Penalties for withdrawing funds before maturity
 - ii. Brokers/legal fees assessed to sell or convert the asset to cash
 - iii. Settlement cost for real estate transactions.

If the fair market value exceeds the gross amount the family received by more than \$1,000, count the whole difference between the cash value and the amounts received. If the difference is less than \$1,000, ignore it.

Assets disposed of for less than fair market value, as a result of a foreclosure, bankruptcy, divorce or separation, are not counted.

Assets put into trusts or business assets disposed of for less than fair market value are counted.

i. Calculation

Include the difference between cash value and the amount received for any asset disposed of at less than fair market value within the last two years. (Cash value = the fair market value less reasonable costs.)

3. Overall Asset Calculation: To determine what amount to use for assets in the overall calculation of total annual income for both rent and eligibility, use the following calculations:
- a. Add total value of all assets = total asset value
 - b. Add total income from all assets = total asset income
 - c. If total asset value (#1 above) is less than \$5,000, use total asset income(#2 above) in determining total annual income
 - d. If total asset value (#1 above) is \$5,000, or more, use the larger of the following:
 - i. total asset value x 5.5%
 - ii. total asset income

4. Asset Verification Guide

- a. Savings and Checking Accounts, Certificates of Deposit, IRA and KEOGH Accounts: Statement from the financial institution containing the following information:
- i. date prepared
 - ii. account number
 - iii. account balance

- iv. interest rate (if the rate is variable, statement must give the current applicable rate)
- v. name of the account holder(s)
- vi. signature of authorized person
- b. Stocks: A statement from a broker or a statement from the issuing corporation containing the following information:
 - i. date prepared
 - ii. account number
 - iii. number of shares
 - iv. current per share value or current total value of shares
 - v. amount of dividends earned
 - vi. frequency of payment of dividends
 - vii. name(s) of shareholders
 - viii. if a statement from broker, authorized signature
- c. Bonds: A copy of the face of the bond showing the following information:
 - i. face value
 - ii. maturity date
 - iii. interest rate (if any)
 - iv. type of bond
- d. Trusts: Client must provide a copy of the trust documents or a statement from the trust officer containing the following information:
 - i. amount of trust
 - ii. type of trust (revocable or nonrevocable)
 - iii. annual proceeds of trust
 - iv. beneficiary of trust
 - v. if statement from trust officer:
 - aa. date prepared
 - bb. authorized signature

NOTE: Due to type of verification required, the following forms of verification shall be provided by the client:

- e. Notes and Mortgages Held: (This is where the client receives payments rather than makes payments.) The client must provide a copy of the note or mortgage documents containing the following information:
 - i. date of transaction
 - ii. amount of transaction
 - iii. balance owing
 - iv. amount of payments reflecting the distribution between principal and interest (repayment of principal amount is not considered income)
 - v. frequency of payments
 - vi. interest rate
 - vii. name of person(s) holding the note or mortgage
 - aa. Client must provide a current appraisal or current market analysis prepared by a licensed real estate agent, broker, or mobile home dealer containing the following information:

- f. Real Property Owned: (Includes Mobile Homes)
 - i. date prepared
 - ii. current market value of the property
 - iii. authorized signature
 - iv. copy of the deed or other title instrument showing the name(s) of the owner(s)
 - v. if property is mortgaged, a statement from mortgagor(s) showing:
 - aa. balance owed on property
 - bb. amount of payments reflecting distribution between interest and principal
 - cc. frequency of payments
 - vi. for income-producing property:
 - aa. Copy of lease or rental agreements containing the following information:
 - (i) term
 - (ii) amount of payments
 - (iii) frequency of payments
 - bb. Copy of rental income schedule from income tax return or copy of property tax statement. This information will be used to determine allowable expenses.

ATTACHMENT F

CITY OF PEORIA

COMMUNITY HOUSING SERVICES DEPARTMENT

PROJECT BASED ADMISSIONS POLICY

TENANT SELECTION AND ASSIGNMENT PLAN

AND

OCCUPANCY POLICY

**OCCUPANCY POLICY
PROJECT BASED**

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APPENDICES

I. INITIAL ELIGIBILITY FOR ADMISSION

- A. ELIGIBILITY CRITERIA: Applicants must meet the following criteria to be eligible for housing assistance:
1. Residency Standards: Applications will be accepted from both residents and non-residents. "Residents" are those residing in the area of jurisdiction of the HA. "Non-residents" are all others.
 2. Nondiscrimination: Admission shall not automatically be denied to a particular group or category of otherwise eligible applicants (e.g., unwed mothers, families with children out-of-wedlock, families whose head or spouse is a student, or handicapped persons).
 3. Family Composition: A "family" consists of:
 - a. A "family " may be a single person or a group of persons.
 - b. A "family" includes a family with a child or children.
 - c. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family.
 - d. A single person family may be:
 - i. An elderly person.
 - ii. A displaced person.
 - iii. A disabled person.
 - iv. Any other single person
 - e. A child who is temporarily away from the home because of placement in foster care is considered a member of the family. "Temporarily away" shall mean an absence that is projected, by the agency supervising the foster care placement, to last less than one year from the time of admission.
 4. Live-in Aide: A Family may include a live-in aide who resides with the elderly person(s) or disabled person(s) and who:
 - a. Has been determined by the HA to be essential to the care and well being of the person(s); and
 - b. Is not obligated for the support of the person(s); and
 - c. Would not be living in the unit except to provide necessary supportive services; and
 - d. The income of a live-in aide may not be counted for purposes of determining eligibility or rent. Family members of a live-in aide may reside in the unit provided that doing so does not increase the subsidy by the cost of an additional bedroom and the presence of the live-in aide's family member(s) does not over-crowd the unit. The live-in aide and/or any member(s) of the live-in aide's family may not be considered remaining

member(s) of the tenant family and thus will not be eligible

to receive continuing assistance in the absence of the person(s) for whom they perform supportive services.

5. Family Income: All income at time of application/admission, including income from assets, shall not exceed income limits for occupancy established by the Department of Housing and Urban Development (HUD) as posted in the HA Office. For those projects which reach DOFA prior to 10/1/81, the family income may not exceed the HUD-determined "Lower Income" limits. For those projects which reach DOFA after 10/1/81, family income may not exceed the HUD-determined "Very Low Income" limits.
 - a. A "very low-income" family; or
 - b. A "low-income" family in any of the following categories:
 - i. A family continuously assisted under the 1937 housing act.
 - ii. A family displaced by rental rehabilitation activity under 24 CFR part 511.
 - iii. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.
 - iv. A non-purchasing family residing in a project subject to a home ownership program under 24 CFR 248.173.
 - v. A family displaced as a result of prepayment or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
 - vi. For the certificate program only, a family residing in a HUD-owned multifamily rental housing project when HUD sells, forecloses or demolishes the project.
6. Age: A head of household under the age of 18 may apply for housing assistance.
7. Social Security Numbers: Families are required to provide Social Security numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. Applicants may not become participants until the documentation is provided. Applicants will retain their position on the waiting list during this period. All members of the family defined above must either:

- a. Submit Social Security number documentation or;
 - b. Sign a certification if they have not been assigned a Social Security number. If the individual is under 18, the certification must be executed by his or her parent or guardian. If the participant who has signed a certification form obtains a Social Security number, it must be disclosed at the next regularly scheduled income re-examination.
8. Non-citizen Rule: This rule prohibits the Housing Authority from making financial assistance available to persons other than citizens.
- a. In order to be eligible to receive housing assistance, each applicant or recipient and their family members, regardless of age, must certify under penalty of perjury that they are:
 - i. A citizen, naturalized citizen, or national of the United States; or
 - ii. Have eligible immigration status and are 62 years of age or older.
 - b. If one or more family members are ineligible for assistance (mixed family), the family may be eligible for one of the following types of assistance:
 - i. Continued unchanged assistance
 - ii. Delay, temporary deferral or termination of assistance
 - iii. Pro-rated assistance
 - c. A family without any eligible members and is receiving assistance as of June 19, 1995, may be eligible for temporary deferral or termination of assistance.
 - d. If the applicant or recipient cannot make these certifications, evidence of citizenship, or eligible immigration status in accordance with federal regulations; or if the family fails to submit the required evidence within sixty (60) days, the HA shall deny, pro-rate, or terminate assistance, as appropriate.
 - e. If evidence of citizenship cannot be verified, the family may appeal to the INS. Assistance to an applicant may be delayed until the conclusion of the INS appeal process. After the INS appeal, the family must be granted an informal hearing, if requested. Assistance may not be denied until after completion of the hearing.
9. Outstanding Debts: Family must have paid in full any outstanding debt owed the HA or another HA on any previous tenancy for Public Housing or Section 8 Existing Housing, or any other assisted housing program. Applicants who owe on vacated accounts shall be offered the opportunity to pay the debt in full within 30 days from the date the family is initially notified by the HA of their appointment for final eligibility determination. If the applicant fails to pay the debt in full within the 30 day period, the applicant shall be removed from the waiting list.

10. Record of Conduct: An applicant may be disqualified if their conduct has been such as would be likely to interfere with other tenants in such manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare, or to affect adversely the physical environment or the financial stability of the project.

- B. VERIFICATION: All information relative to income for eligibility, assets, family composition, and preference status will be verified prior to receiving housing assistance; and all verified findings will be recorded in the applicant/tenant file. The HA must receive information verifying that an applicant is eligible within the period of 60 days before housing the applicant.

An applicant may claim qualification for a federal, ranking preference by certifying to the HA that the family qualifies for such preference(s). However, before an applicant is admitted on the basis of a federal or ranking preference, the applicant must provide information needed by the HA to verify that the applicant qualifies for the preference because of the applicant's current status. The applicant's current status must be determined without regard to whether there has been a change in the applicant's qualification for a preference between the certification and selection for admission, including a change from one preference category to another. Once the HA has verified an applicant's qualification for a preference, the HA will not verify such qualification again unless over 60 days has passed since verification or the HA has reasonable grounds to believe that the applicant no longer qualifies for a preference.

If an applicant is currently receiving assistance under the HOME program (24 CFR, part 92) or currently resides in the HA's public housing and was on the tenant-based program waiting list when admitted on or after April 26, 1993; the HA will determine whether the applicant qualifies for a preference based on the applicant's situation at the time the applicant was admitted to the HOME program or signed their initial public housing lease.

1. Methods of Acceptable Verification: A release of information for verification of income will be sent through the mail directly to the source. This method of verification is Third Party verification, and is the first method which must be used. If verification cannot be obtained within a reasonable period of time, or if an unusual circumstance prevents this method, then the methods in a and b below may be used. Written justification for the use of methods other than third party must be included in the file.

- a. Review of Documents: HA staff may review and verify documents provided by the client. This method of verification must be fully documented. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received. The

sources of information

- may include, but are not limited to, the applicant (by means of interviews), landlords, employers, family social workers, clinics, physicians, credit bureaus, court records, parole officers, or police departments, where warranted by the particular circumstances.
- b. Family Certifications: When a third party verification or review of documents is not possible, the family may certify to their income.
2. Home Visits: Home visits of applicants may be conducted prior to the lease of a unit in order to verify living conditions and/or information presented by the tenant.
 3. Other Information: Other information to be considered shall be reasonably related to whether the conduct of the applicant has been such as would be likely to interfere with other tenants in such manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare, or to affect adversely the physical environment or the financial stability of the project. Relevant information respecting habits or practices to be considered may include, but is not limited to:
 - a. An applicant's past performance in meeting financial obligations, especially rent.
 - b. A record of disturbance to neighbors, destruction of property, or living or housekeeping habits at prior residences which may affect the health, safety, or welfare of the tenants.
 - c. A history of illegal activity involving crimes of physical violence to persons or property or other illegal acts which would adversely affect the health, safety, or welfare of other tenants or HA staff.
 - d. An applicant's mental or physical condition which may prevent him/her from fulfilling their obligations under the terms of the lease. If the applicant has supportive services (i.e. live-in aide, agency assistance, family assistance, etc.) which enable them to fulfill their lease obligations, the mental or physical condition shall not prevent them from receiving housing assistance.
 4. Evidence of Rehabilitation: In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

II. ORGANIZATION AND ADMINISTRATION OF APPLICATIONS AND WAITING LIST

- A. SUBMISSION OF APPLICATIONS: Application intake will occur only during publicly announced periods of time. Restriction and closure of application intake will occur only when the HA has an adequate pool of applicants who are likely to qualify for a Federal preference and when any additional applicants would not qualify for assistance before those applicants already on the waiting list. The announcement will

specify the dates, times, locations, and methods by which a prospective applicant can provide the information necessary for completion of an application. A prospective applicant will be required to certify that the information provided is accurate. A prospective applicant who fails to certify the accuracy of the application information will not have an application date and time established and will not be considered an applicant.

- B. CRITERIA FOR PLACEMENT ON WAITING LIST: An applicant will be assigned to the waiting list according to the date and time that the application information was initially provided, the size of unit required, and the preference claimed. The applicant will be informed of their assigned application number and how to check their status on the waiting list. The applicant will also be provided information on the housing program and its requirements. Only two separate waiting lists will be maintained; one consolidated list for all tenant-based programs administered by the HA (Certificate and Voucher Programs) and one consolidated list for all project-based programs administered by the HA (Public Housing and Moderate Rehabilitation Programs).
- C. EFFECT OF APPLICANTS OWING DEBTS ON PLACEMENT ON WAITING LIST: Applicants who owe a debt to any assisted housing program shall be offered the opportunity to pay the debt in full within 30 days from the date the family is initially notified by the HA of the debt owed. If the applicant fails to pay the debt in full within the 30 day period, the applicant shall be removed from the waiting list.
- D. MAINTAINING THE APPLICANT POOL:
1. Time and Method of Taking Applications: Applications will be taken at times and in quantities in order to obtain a sufficient number and variety of applicants to fill all vacancies as they occur. If necessary, outreach methods may be employed to obtain additional applicants and/or to get a broad social and economic mixture of eligible applicants. Notice of opening of applications will be made in a newspaper of general circulation as well as through minority media and other suitable means. Once a number of applicants that can be served within a reasonable period of time is reached, the waiting list may be closed by type of project or unit size.
 2. Maintaining an Active List: The pool of active applicants will be kept current by requiring each applicant to inform the HA at least once every 12 months of continued interest. Dates of contacts and applicant's continued interest will be made part of the application record. The HA will send to the applicant a written notice requiring that they notify the HA of their continued interest within ten days and advising them that they will be removed from the waiting list if they fail to respond.

3. Responsibility to Report Changes: Applicants on the waiting list must also report to the HA any changes in family composition or address as they occur. Any such changes could affect the applicant's status or eligibility for housing. Any applicant knowingly providing false information or fraudulent statements affecting the applicant's status or eligibility for housing will be removed from the waiting list.
4. Initial Eligibility Reviews: All heads of household, co-heads, and adult family members must provide required information/verification and attend their scheduled appointment in person. Failure by an applicant to attend a scheduled appointment, or to respond as required to written correspondence, will result in the applicant's removal from the waiting list.
5. Special Considerations: In the case of a client who claims illness, handicap, or personal circumstance which would prevent them from coming to the office to conduct their business, alternatives such as conducting business through a third party, by mail, or by home visit, will be offered. The type of alternative format needed, and the reasons for such alternative formats will be prominently documented in the file to ensure the applicant's access to the application process and to needed information.
6. Moderate Rehabilitation: A separate waiting list may be maintained for the Moderate Rehabilitation Program. Families who have applied for the Moderate Rehabilitation Program are referred to the owner upon notification of a vacancy. If a family refuses the unit, their name will be placed at the bottom of the waiting list. If the family is not selected by the owner their name will be returned to its previous place on the waiting list. However, if the referrals of applicants made by the HA within 30 days of the owners notification to the HA of a vacancy fail to result in the unit being rented, the owner shall be instructed to advertise or solicit applications from very low income families and refer such families to the HA. Final determination of eligibility will be made by the HA. If these referrals do not have a federal preference and they are housed, they will count against the 10% limitation. However, for those persons already in residence at the time the units enter the program, the 10% limitation does not apply.
 - a. Moderate Rehabilitation Program: For the Moderate Rehabilitation Program, any adjustment shall only be made at the annual review date of the master contract. In the event the HA fails to review the requested adjustment within 30 days, such increase shall be automatically implemented.
7. Removal from the Waiting List: Any applicant removed from the waiting list or denied a federal preference will be notified in writing, or in such alternative format as may be required, of the reason(s) for which they are being removed or denied the preference. Such notification shall inform the applicant of their right to an informal review of the determination and will

be made a part of the application record. The HA will provide the applicant with an informal review, upon written request within ten (10) days from the determination of removal from the waiting list, or denial of preference.

E. ORGANIZATION OF THE WAITING LIST: Applicants will be assigned to the waiting list based on the date and time of the application, the appropriate size of unit, and the preference claimed.

1. Number of Bedrooms: Following are the guidelines for determining the appropriate number of bedrooms:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
1	1	2
2	2	4
3	3	6
4	4	8

2. General Criteria for Determination of Unit Size:

- a. Every family member, regardless of age, is to be counted as a person. An unborn child will be counted as a person to determine eligibility under the "Initial Eligibility for Admission" section of this policy.
- b. No more than two persons shall occupy a bedroom.
- c. The proper unit size will be determined at admission by the HA so that the living room will not be used as a sleeping room.
- d. The criteria and standards prescribed for the determination of the family's unit size should apply to the vast majority of families. However, in some cases, the relationship, age, sex, health, or handicap of the family members may warrant the assignment of a larger or smaller unit. Such flexibility is permissible to the extent that determinations are made on the basis of these factors. Approval of such cases must be recommended by the Housing Specialist and approved by the Housing Supervisor.

3. Waiting List Assignment: For the purpose of assignment to the waiting list, the following criteria will be used to determine appropriate bedroom size:

- a. A single parent with one child, or a single person who is pregnant or is in the process of securing legal custody of one or more individual(s) who has/have not attained the age of 18 years, is only eligible to apply for a two bedroom unit or larger.
- b. In a family consisting of two children of the opposite sex, the oldest child of the two must be under the age of 4 years to share a bedroom.
- c. In a family consisting of three or more children, a child 18 months or

younger may occupy the bedroom with a single parent.

F. PREFERENCES: Temporary elimination of federal preferences through September 30, 1997.

The following preferences will be used to determine placement on the waiting list for the remainder of the fiscal year, unless extended by legislation:

The HA will select families based on the date and time of the application submitted by the family, and the following local preferences:

- Peoria residents;
- Peoria residents displaced by government action;
- Persons working or hired to work within the city limits of Peoria

Applicants 62 years or older, or receiving Social Security Disability, Supplemental Security Disability or any payments based on inability to work, will be given the benefit of the working preference. The HA will continue to deny any application from a family because of drug-related criminal activity or violent criminal activity, as authorized under CFR 982.553 of the regulation.

The suspension temporarily eliminates the right of public housing residents to retain federal preference status on the Section 8 tenant-based waiting list.

This temporary elimination of federal preferences does not affect the following statutory admissions to give preferences to a family whose:

- Head sole member is a displaced person; or
- Head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly, disabled, or displaced.

All applicants will be assigned to the federal or local preference waiting list in order of ranking category. Within a ranking status, date and time of the application will prevail.

1. Federal Preferences: The following federal preferences will be recognized for eligibility for housing:

- applicant families who are involuntarily displaced
- applicant families who are living in substandard housing
- applicant families paying more than 50% of their income for rent: An applicant who is paying more than 50% of the monthly family income for the actual monthly rent including utilities. The applicant does not qualify for a rent burden preference if the applicant has been paying more than 50% of income for rent for less than 90 days, or the applicant is paying more than 50% of family income to rent a unit

because the applicant's housing assistance for occupancy of the unit under any of the Section 8 or public housing programs has been terminated because of the applicant's refusal to comply with applicable program policies.

-single member families whose single member is a displaced person, an elderly person, or a disabled person, must be given a preference over a single person (with or without a federal preference) who is not elderly, disabled or displaced.

2. Application of Ranking Preferences Among Federal Preference Holders:
Ranking preferences will be applied to federal preference holders on the waiting list in the following order:
 - a. Peoria residents who are displaced by government action
 - b. Peoria residents who are employed
 - i. over 10 years duration
 - ii. between 5 years and up to 10 years duration
 - iii. between 3 years and up to 5 years duration
 - iv. between 1 year and up to 3 years duration
 - c. Peoria residents who are unemployed
 - d. Non-Peoria residents who are employed
 - i. over 10 years duration
 - ii. between 5 years and up to 10 years duration
 - iii. between 3 years and up to 5 years duration
 - iv. between 1 year and up to 3 years duration
 - e. Non-Peoria residents who are unemployed
3. Local Preference: For those applicants who do not qualify for a federal preference, a subsidiary waiting list of non-federal preference holders will be maintained. Applicants selected from this list will be housed at the discretion of the HA up to (50%) of the total admissions per year. All applicants will be assigned to the local preference waiting list in order of ranking status. Within a ranking status, date and time of the application will prevail.
4. Application of Ranking Preferences Among Local Preference Holders:
Ranking preferences will be applied to Local Preference holders on the waiting list in the following order:
 - a. Peoria residents who are employed
 - i. over 10 years duration
 - ii. between 5 years and up to 10 years duration
 - iii. between 3 years and up to 5 years duration
 - iv. between 1 year and up to 3 years duration
 - b. Peoria residents who are unemployed

- c. Non-Peoria residents who are employed
 - i. over 10 years duration
 - ii. between 5 years and up to 10 years duration
 - iii. between 3 years and up to 5 years duration
 - iv. between 1 year and up to 3 years duration
- d. Non-Peoria residents who are unemployed

5. Definitions for Preferences: For purposes of these ranking preferences only, the following definitions shall be used:

"Peoria resident" shall mean any family, including single member families that:

- a. Physically reside within the city limits of Peoria, Arizona. (A mailing address will not automatically qualify an applicant for this preference; physical residence must be verifiable.) OR
- b. are employed within the city limits of Peoria OR
- c. have been hired for employment within the city limits of Peoria OR
- d. for homeless applicants, the family must verify that they physically resided in Peoria, or were employed or hired for employment within the city limits of Peoria for the period immediately preceding the event(s) which have resulted in the family becoming homeless.
- e. "Employed" shall mean that the family:
 - has independent verifiable employment that generates annual income; or net income from operation of a business or profession equivalent to at least one half of permanent, full time employment. OR
- f. has a head and spouse, or sole member, who are age 62 or older, OR
- g. has a head and spouse, or sole member, who has been certificated disabled by a certified medical practitioner.

6. Drug-Related Denial of Preference: The HA may not give a federal preference, ranking preference, or local preference to an applicant if any member of the family is a person who was evicted during the last three years because of drug-related criminal activity from housing assisted under a 1937 Housing Act program. However, the HA may give an admission preference in any of the following cases:

- a. The HA determines that the evicted person has successfully completed a rehabilitation program approved by the HA.
- b. The HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity.
- c. The HA determines that the evicted person no longer participates in any drug-related criminal activity.

- G. BROAD RANGE OF INCOMES: It is the HA's policy to assure that each project includes families with a broad range of incomes generally representative of the range of income of lower income families in the HA's jurisdiction. The universe of incomes to be represented consists of all lower income families in the HA's jurisdiction, tenants in occupancy in each project, and applicants on the waiting list. Outreach will be performed as necessary to encourage application by those applicants who have income levels necessary to maximize the goal of broad range of income representation. The HA will move toward this goal while continuing to serve qualified applicants from all income levels. In no event shall this policy be implemented in such a way as to result in: 1) precluding the admission of families in the lowest income range; 2) disparate treatment of different racial, ethnic groups; 3) allowing vacancies to occur in order to house higher income tenants when lower income tenants are available; 4) override recognition and housing of federal preference holders.
- H. RECORD KEEPING: The HA will keep a copy of each application received. For each applicant, the HA will document its determination that the applicant is eligible and meets admission standards, or is ineligible and does not meet admission standards, or is removed from the waiting list for any reason. The HA will also maintain a record of the dwelling unit offered to an eligible applicant, including the location, date, and circumstances of the offer and its acceptance or rejection. A copy of each application will become a part of a participant's file during their participation in the program. Inactive files will be maintained for a minimum of three years from the date of final action.

III. TENANT SELECTION AND PLACEMENT

- A. CRITERIA FOR TENANT SELECTION: Eligible applicants will be selected in sequence from the waiting list as vacancies occur based upon type of project and unit size.
1. Elderly families will be given priority for units in projects categorized as being specifically designed or designated for the elderly.
 2. Physically challenged applicants who require specially designed or modified units will be given an opportunity to demonstrate eligibility under the HA's approved 504 transition plan. If the needs of the applicant are met by a currently existing modified unit at one of the sites, the applicants may be offered such a unit. If there is no challenged applicant available to fill a modified vacant unit, it will be filled with a non-challenged applicant. However, the lease should provide that, should a challenged person later become available for the unit, the non-challenged tenant agrees to move to another suitable unit. If there are no accessible units available, or the accessible unit does not fit the person/families needs a Section 8 Certificate will be issued.

B. CRITERIA FOR UNIT ASSIGNMENT: For the purpose of determining the appropriate bedroom size at the time of initial occupancy, the following criteria will be used:

1. A family consisting of a single parent and one child over the age of 18 months, or a single person in the process of securing legal custody of one or more individual(s) who has/have not attained the age of 18 years, shall occupy a two bedroom unit or larger.
2. In a family consisting of a single parent and three or more children, the youngest child under the age of 18 months may occupy a bedroom with the parent.
3. Other than heads of household, persons of the opposite sex who are 4 years of age or older or who will reach their 4th birthday during the first 12 months of the lease shall not occupy the same bedroom.
4. Two children of the same sex, regardless of age, will be assigned to occupy the same bedroom.
5. The following may be approved for assignment of additional bedrooms:
 - a. A household requiring an additional bedroom due to documented medical reasons.
 - b. A household that includes a Live-in Aide (see definitions).
6. Dwellings will be assigned so as not to require the use of the living room for sleeping purposes.
7. Every family member, regardless of age, is to be counted as a person. An unborn child will be counted as a person to determine initial eligibility. However, a single pregnant woman only qualifies for a one bedroom unit.
8. Exceptions to Occupancy Criteria: The criteria and standards prescribed for the determination of the family's unit size should apply to the vast majority of families. However, in some cases, the relationship, age, sex, health, or handicap of the family members may warrant the assignment of a larger or smaller unit. Such flexibility is permissible to the extent that determinations are made on the basis of these factors. Such cases must be recommended by the Housing Representative and approved by the Housing Supervisor and documented in the file. The proper unit size may be determined during continued occupancy by counting the living room as a sleeping room.

C. OFFER OF A UNIT:

1. The first available suitable unit will be offered to an eligible applicant in

sequence from the waiting list. The tenant will be offered their choice of all available units in the appropriate bedroom size. If the applicant accepts a unit, lease-up will be scheduled.

2. If the applicant is willing to accept the unit offered but is unable to accept at the time of the offer and presents evidence satisfactory to the HA of their inability to move within a reasonable period of time, i.e., the applicant has just undergone major surgery and needs time to recuperate, the applicant will retain their position on the waiting list.
3. If an applicant rejects the offer of a dwelling unit other than for a justifiable reason as stated in #2 above, the HA will notify the applicant that they will be assigned a new date and time at the bottom of the waiting list. However, applicants who qualify for a federal preference may not be moved to the bottom of a list with a lower priority than their original preference category.
4. If an applicant fails to keep a scheduled appointment to view a unit offered for occupancy or fails to respond to written correspondence from the HA, for other than a justifiable reason as stated in #2 above, such failure shall result in removal from the waiting list. The person may reapply at a time that applications are being accepted.

D. DENIAL OF ADMISSION: The HA shall deny an applicant admission to participate in the low rent program if the applicant:

- a. Currently owes rent or other amounts to the HA or to another HA in connection with Section 8 assistance or public housing assistance under the 1937 act.
- b. As a previous participant in the Section 8 or public housing program, has not reimbursed the HA or another HA for any amount paid to an owner under a housing assistance contract for rent or other amounts owed by the family under its lease, or for a vacated unit.
- c. Has engaged in drug-related criminal activity or in violent criminal activity as defined in state or federal law.
- d. Has committed any fraud in connection with any federal housing program.
- e. Has failed to comply with the requirements under the family's contract or participation in the Family Self Sufficiency Program.

E. SECURITY DEPOSITS:

1. A minimum security deposit of \$75.00 will be required from each family. The maximum security deposit will be the lesser of the family's TTP or \$200, for one and two bedroom units, or \$300 for units larger than two bedrooms.
2. The security deposit is to be paid immediately upon execution of the lease, unless this creates a hardship. In this case, the security deposit may be paid in three installments over the first three months of the lease. Security deposits will be held on account by the HA, accruing no interest, and will be returned to the tenant after move-out if the following conditions are met:

- a. There is no unpaid rent or other charges for which the tenant is liable under the lease or as a result of breaching the lease;
 - b. The apartment and all equipment are left clean, and all trash and debris have been removed by the family;
 - c. There is no breakage or damage beyond that expected from normal wear and tear; and
 - d. There was proper notice given under the lease and all keys issued have been returned to the HA when the family vacates the unit.
3. The security deposit may not be used to pay charges during occupancy.
 4. Pet security deposits shall be paid in accordance with the HA's Pet Policy.

F. LEASING OF DWELLING UNITS TO ELIGIBLE FAMILIES:

1. A dwelling lease is to be entered into between the HA and each tenant family. The dwelling lease is to be kept current at all times and is to reflect the rent being charged, and the conditions governing occupancy. Any changes to the lease, including changes in rent, must be accomplished by written amendment to the lease signed by both parties.
 - a. If, through any cause, the signer of the dwelling lease ceases to be a member of the tenant family, the lease is to be voided, and a new dwelling lease executed and signed by a head of household and co-head, if there is one.
 - b. If a tenant family transfers to a different HUD-aided housing unit operated by the HA, the existing lease is to be canceled and a new lease executed by the head of household or co-head, if there is one, for the dwelling unit into which the family is to move.
 - c. If, at any time during the life of the lease agreement, a change in the tenant's status results in the need for changing or amending any provision of the lease, or if the HA desires to waive any provisions with respect to the tenant, either:
 - i. The existing lease is to be canceled and a new lease agreement executed; or
 - ii. An appropriate amendment is to be prepared and made a part of the existing lease. The new lease amendment is to be made a part of the permanent tenant file. A lease amendment is to be attached to the existing lease, and must be signed by both the tenant and a HA representative.

IV. STANDARDS FOR CONTINUING OCCUPANCY

Except as noted in this section as being different, the standards for continuing occupancy should be the same as for Section III, B of this Policy.

- A. The proper unit size may be determined during continued occupancy by counting the living room as a sleeping room.
- B. Visitors: Tenants will be allowed to have visitors up to two weeks, except in the case of a household member requiring care during illness or recuperation from illness or injury, which need has been certified by a physician. Written permission must be obtained from the HA for such deviation from the occupancy standard.
- C. Adding New Family Member(s): Before any other person will be allowed to move in with a tenant family the HA must be notified and the additional person must meet the same screening and processing requirements which apply to all families who seek admission to the HA projects.

V. RENT REVIEWS

- A. Annual Re-examinations: A review of family income and composition shall be conducted yearly by the HA for all families within 120 days prior to the anniversary date. Appropriate changes shall be made by the HA in the amounts of Tenant Rent and Total Tenant Payment in accordance with the regulations and criteria established by HUD. The HA shall also make a determination as to whether or not the family's unit size is still appropriate. If the unit size is inappropriate the family may be required to move in accordance with the HA Transfer Policy and the availability of units. Rent Changes: Any rent changes resulting from the annual re-examination shall become effective upon the anniversary date except as follows:
 - 1. Increases in rent will be effective the first day of the month of the tenant's regular re-examination anniversary date regardless of when the actual interview, verification and recertification takes place. However, if the delay is the fault of the HA, the increase will not be effective until the first day of the second month following the recertification.
 - 2. Decreases in rent will become effective on the first day of the month of the tenant's regular re-examination anniversary date, or the first day of the month following the tenant's recertification, whichever is later.
 - 3. Anniversary date shall remain the same in these cases.

B. Interim Re-examinations:

1. Reasons for Interims: Any changes in family income or composition will result in an interim recertification, except for changes in income which result in increase in the total tenant payment of \$30 or less. Any of the changes listed below must be reported to the HA within ten (10) working days. The HA will verify all changes. Types of changes will include the following:
 - a. Loss of a job.
 - b. Commencement of a job.
 - c. Changes in source of income.
 - d. Loss or addition of income recipient or other family member through marriage, divorce, death or other continuing circumstances.
 - e. Receipt, loss, increase, or decrease of welfare, supplemental security income, general assistance, unemployment, workers compensation, social security benefits or other income.
 - f. Entry into or discharge from military service.
 - g. Retirement.
 - h. An employed household member reaches the age of eighteen.
 - i. If the family begins or ceases to require a Live-in Aide.
2. Effective Dates: For interim re-exams, increases in rent shall become effective on the first day of the second month following the month the change was reported, provided the change was reported within ten days of its occurrence and the family complies with the verification requirements and completes re-exam. Decreases in rent shall take place on the first day of the month following the month in which the change is reported. The effective dates of changes that are not reported in a timely manner are covered in "D" below.

C. Special Re-examination: When it is not possible to estimate projected family income with any degree of accuracy at the time of admission or regular re-examination, a temporary determination will be made with respect to income and a special re-examination will be scheduled every 30, 60, or 90 days until a reasonably accurate estimate of income can be made.

D. Errors/Omissions, Misrepresentations/Failure or Delay in Reporting Changes: (In the interest of brevity, the word "error" is used in this section to represent errors, omissions, misrepresentations, and failure to report changes.) If an error in rent is revealed at any time, proper adjustment will be made to correct the error as follows:

1. Errors which are the fault of the tenant:
 - a. Increased rent shall be retroactive to the first day of the month following the date the change occurred.
 - b. Decreased rent shall be effective on the first day of the month following the

month the change was reported.

2. Errors not the fault of the tenant:

- a. Increased rent shall be made effective the first day of the second month following the date the error was discovered.
- b. Decreased rent shall be made retroactive to the date of the rent adjustment in which the error occurred.

VI. RENTS, OTHER CHARGES, AND RENT ADJUSTMENTS

- A. Rent: Rent will be calculated using the method and income as determined by HUD regulations.
- B. Utility Reimbursement Payment: Any family whose allowance for tenant paid utilities exceeds the Total Tenant Payment will receive a payment from the HA equal to the amount by which the allowance exceeds the Total Tenant Payment.
- C. Tenant Services: A tenant may receive a reduction in rent in return for certain maintenance tasks in common areas and/or other services. The terms and amount of the reduction will be in accordance with current HA procedures governing rent reductions for tenant services and applicable HUD regulations. Any agreement for rent reduction in return for services will be incorporated into the tenant's lease by amendment.
- D. Maintenance Charges: Schedules of special charges for maintenance repairs and other services shall be publicly posted in a conspicuous place in the project office and shall be furnished to applicants and tenants upon request. Any such charges shall not become due and payable until the first day of the second month following the month in which the charge occurred.
- E. Late Charges: A late charge of \$ 10.00 shall be charged to any tenant account in which rent is paid after 3:00 P.M. of the fifth day of the month.

VII. INSPECTIONS

- A. Pre-Occupancy Inspection: Before tenant occupies the dwelling unit, the premises will be inspected jointly by the tenant and HA staff. Both parties will agree upon the condition of the unit by signing an inspection sheet.
- B. Regular and Periodic Inspection: On an annual basis the HA shall conduct an inspection of each unit. This inspection will serve as documentation in the determination of needed maintenance or repairs, to assess damage over and above normal wear and tear, and to determine that the family is maintaining the unit according to the HA standards. Failure to maintain the dwelling unit and premises in a safe, sanitary, and undamaged condition may result in lease termination.

- C. Move-Out Inspections: When tenant vacates, the HA shall conduct an inspection of the dwelling unit to determine the condition of the unit, damages, and related charges. The tenant shall be notified of the move-out inspection and given the opportunity to attend. The HA shall furnish the tenant with a written statement of the charges, if any, for which the tenant is responsible. Such notice shall advise the tenant of their right to file a grievance if they disagree with the statement of charges.
- D. Record Keeping: A copy of each inspection report shall be retained in the appropriate tenant or unit file.

VIII. TRANSFERS AND DWELLING UNIT SIZE ADJUSTMENTS

The HA will accept, prioritize, and process transfer requests in such a manner as to avoid situations that adversely affect program operations, taking into account the resources available to accomplish the transfers. As resources for a transfer become available, the household to be transferred may take precedence over an admission from the waiting list.

- A. Transfer Waiting List: The HA shall maintain a list of the names of tenants requiring transfer in chronological order within the listed priorities.
- B. Transfer Priorities: Transfers will be granted to tenants according to the following priorities:
 - 1. Hazardous Defects: Tenants whose units have defects hazardous to life, health, or safety. If such defects are caused by tenant abuse and/or neglect, termination of tenancy rather than transfer may result.
 - 2. Unit Rehabilitation: Tenants who must be transferred to allow for rehabilitation or construction work in their unit.
 - 3. Medical Condition: Tenants who have a medically verified physical condition which requires a different type or size of unit.
 - 4. Unit Size Adjustments: Tenants either over or under housed who require a unit size adjustment.
 - 5. Other: Tenants requesting transfer for any reason other than the above specified categories.
- C. Dwelling Unit Size Adjustments: If the HA determines that the size of the dwelling unit is no longer appropriate to the tenant's needs, it shall serve notice of such determination to the tenant. The notice will advise the tenant that they have been placed on a waiting list to await the availability of a suitable unit. Tenant shall be given notice in writing of the date that a suitable unit is expected to be ready for occupancy. Tenant shall be given a

reasonable time of not less than 7 days in which to move. This period shall commence on the day that the new lease is signed and the keys to the new unit are delivered to the tenant. Return of the keys to the original unit shall evidence termination of the prior lease. Failure to deliver keys to the original unit by the end of the 7th day will result in the tenant being responsible for the rent on both units until the keys have been delivered. Tenant's failure to transfer to a suitable unit is a cause for eviction. Tenants shall not be penalized if they are willing to accept the new unit but are unable to move by the date required and present evidence satisfactory to the HA of their inability to move.

IX. TERMINATIONS

A. Termination Notices

1. The tenant must give a written notice to the HA of at least 30 days of intent to terminate the lease.
2. If the HA terminates the lease, written notice must be given to an adult member of the household as follows:
 - a. Immediate termination in cases involving the creation or maintenance of a threat to the health and safety of the tenants or HA employees.
 - b. At least fourteen days prior to termination for failure to pay rent.
 - c. At least thirty days prior to termination in all other cases.
3. Notice must state the reason for the termination, that the tenant has the right to make a reply, and has the right to request a hearing in accordance with the posted Grievance Procedure. The notice must be sent via first class prepaid mail, and/or hand delivered to an adult family member. The HA may also send the notice via certified mail. A copy must be retained in the file.

B. Reasons for Termination

The HA may not terminate or refuse to renew the lease except for serious or repeated violations of the terms of the lease including:

1. Non-payment of rent.
2. Failure to pay other service or maintenance charges.
3. Failure to fulfill tenant obligations set forth in the lease.

4. Other good cause including, but not limited to:
 - a. Refusal of an offer of a new lease.
 - b. A family history of disturbance to neighbors, destruction of property, or habits which result in damage to the unit.
 - c. Criminal activity by family members involving crimes of physical violence.
 - d. Drug related criminal activity.
 - e. Failure to maintain the unit in a decent, safe and sanitary condition.
 - f. Abandonment of the unit.
 - i. Notice of Abandonment: The HA must post and mail, by certified mail, a notice of intent to declare a unit abandoned. The notice must state from what date the HA determined the unit abandoned and that the tenant has 5 days from the date of posting to reclaim the unit. If tenant does not reclaim the unit, the HA will take possession.
 - ii. Abandoned Personal Belongings: If the tenant leaves personal belongings in the unit, the HA must inventory the items and store them for 10 days. If the tenants' personal belongings remain unclaimed after 10 days, the HA may dispose of the items as seen fit. The HA must keep a list of the disposed items noting the methods of disposal. The HA may not profit from the disposal of such items.

X. POSTING REQUIREMENTS/REVISIONS

- A. Posting Requirements - This document must be publicly posted in a conspicuous location in the Project Offices and must be furnished to applicants and tenants upon request.
- B. Revisions - This document may be modified by the HA provided that the HA shall give at least 30 days written notice to each affected tenant setting forth the proposed modification, the reasons therefor, and providing the tenant an opportunity to present written comments which shall be taken into consideration by the HA prior to the proposed modification becoming effective. A copy of such notice shall be:
 1. Delivered directly or mailed to each tenant; or
 2. Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project.

- C. Revision of Occupancy Policy Resulting from Changes in Local, State, or Federal Law or Regulation - The provisions of this document are based upon local, state and Federal law and regulations. Should any applicable law or regulation change, this plan will be deemed to be automatically revised. To the extent that the change is mandatory (allowing no HA discretion), the text of the plan will be revised without requirement for administrative processing. By approving this provision, the Board of Commissioners understands that they are approving future automatic revisions responding to mandatory regulatory changes. The Board will be made aware of such changes and all such changes must be reviewed by the Department of Housing and Urban Development.

APPENDIX A

DEFINITION OF TERMS

Abandonment

The absence of the tenant, without notice to the HA for at least seven days, if rent for the unit is outstanding and unpaid for ten days and there is no reasonable evidence other than the presence of the tenant's personal property that the tenant is occupying the residence or the absence of the tenant for at least five days if the rent for the dwelling unit is outstanding and unpaid for five days and none of the tenant's personal property is in the dwelling unit.

Adjusted Income

Annual Income less the following allowances determined in accordance with HUD instructions:

- A. \$480 for each Dependent;
- B. \$400 for any Elderly Family
- C. For any family that is not an elderly family but has a handicapped or disabled member other than the head of household or spouse, handicapped assistance expenses in excess of three percent of annual income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the handicapped or disabled person;
- D. For any elderly family that does not have handicapped assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed three percent of annual income; for any elderly family that has handicapped assistance expenses greater than or equal to three percent of annual income, an allowance for handicapped assistance expenses, plus an allowance for medical expenses that is equal to family's medical expenses; for any elderly family that has handicapped assistance expenses that are less than three percent of annual income, an allowance for combined handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income;
- E. Child care expenses.

Anniversary Date

The first day of the month in which the tenant was initially admitted to the program. This date never changes even though the tenant may transfer in the middle of the original lease term.

Annual Income

- A. Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporarily non-recurring or sporadic. Annual income includes, but is not limited to:
1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
 2. The net income from operation of a business or profession. In determining the net income from the operation of a business or profession, a deduction may be given for depreciation on depreciable property used in a business or profession. The depreciation allowance will be based on the straight line method of depreciation used for tax purposes under the Internal Revenue Service requirements. Withdrawals of cash or assets from the operation of a business or profession will be included in income unless they are reimbursement of cash or assets invested in the operation by the family. Similarly, any withdrawals from investments in real and personal property will also be included in annual income unless they are reimbursement of cash or assets invested by the family.
 3. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD. Business assets will not be considered in determining the value of net family assets; however, if business assets have been disposed of for less than fair market value in the two years preceding the effective date of the re-examination or move-in, the difference between the amount realized and the fair market value will be included in net family assets. In this regard, business assets will be treated the same as any other family assets.
 4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment.

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
6. Welfare Assistance - The full amount of the allowance or grant received from the Department of Economic Security.
7. Periodic and determinable allowances, such as alimony and child support payments and regular contributions or gifts received from persons not residing in the dwelling.

8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse.
 9. The income of a full-time student 18 years or older.
- B. Annual income does not include such temporary, non-recurring or sporadic income as the following:
1. Casual, sporadic, or irregular gifts.
 2. Amounts that are specifically for or reimbursement of the cost of medical expenses.
 3. Lump-sum additions to family assets, which are not followed by subsequent payments, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (but see paragraph A(5) of this section.)
 4. Amounts of educational scholarships paid directly to the students or to the educational institution, and amounts paid by the Government to a veteran, for use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses. Any amounts of such scholarships, or payments to veterans, not used for the above purpose that are available for subsistence are to be included in income.
 5. The special pay to a family member in the Armed Forces away from home and exposed to hostile fire.
 6. Amounts received by the family that are specifically for or in reimbursement of the cost of medical expenses for any family member.
- C. Income also does not include:
1. Income from employment of children (including foster children) under the age of 18 years.
 2. Payments received for the care of foster children.
 3. Income of live-in aide.

4. Amount received under training programs funded by HUD:
 - a. Amounts received by a disabled person that are disregarded for a limited time for purposes of supplemental security income eligibility and benefits because they are set aside for use under a plan to attain self-sufficiency (PASS), or
 - b. Amount received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment), clothing, transportation, child care, etc.) and which made solely to allow participation in a specific program.

5. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Act. The following types of income are subject to such exclusion:
 - a. Relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4621-4638).
 - b. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2011-2029).
 - c. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951-4993).
 - d. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C 1626(a)).
 - e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e).
 - f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8621-8629).
 - g. Amounts received from programs funded in whole or in part under the Job Training Partnership Act (JTPA).
 - h. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504).
 - i. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian Tribe by the Secretary of Interior (25 U.S.C. 117).
 - j. Payments received under Agent Orange settlements. (Public Law 101-201).

6. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

Applicant

An applicant is a Family who is seeking assistance through the Public Housing program and who does not yet have a fully executed lease agreement with the HA.

Applicants do not have the right to be listed on the HA waiting list, to any particular position on the waiting list, or to participate in the HA's program.

Application for Admission

A written form to be signed and dated by all adult members of the family which includes information the HA needs to determine whether the family can be admitted. The format for this basic information will be developed by the HA.

Area of Operation

The recognized City/County limits which shall not conflict with any other areas of jurisdiction.

Assets - (Net Family Assets)

Value of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

In determining Net Family Assets, the HA shall include the value of any assets disposed of by an applicant or participant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination as applicable in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant received important consideration not measurable in dollar terms. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determined annual income). Excluded from net family assets are the costs that would be incurred in disposing of an asset (i.e. real estate broker's or stockbroker's commission or penalty for early withdrawal of a time deposit).

Child Care Expenses

Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education. A child care deduction will not be allowed if an adult family member is capable

and available to provide the child care. The amount deducted shall reflect

reasonable charges for child care, and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. Care should be taken to ensure that the deduction for child care in determining adjusted income does not apply when the family is reimbursed for child care expenses.

Citizen

A citizen or national of the United States.

Decent, Safe and Sanitary Housing

Housing that meets the Housing Quality Standards of CFR Section 882.109.

Delay

Assistance to an applicant may not be denied until after the conclusion of the INS appeal process, but not denied until after the conclusion of the Housing Authority informal hearing process.

Denial or Termination

Assistance to an applicant shall be denied, and assistance shall be terminated upon the following:

1. Evidence of citizenship and eligible immigration status is not submitted within sixty (60) days, or by the expiration of any extension granted; or
2. evidence of documentation is submitted, but INS does not verify eligibilities; and
3. the family does not pursue an appeal with the INS or informal hearing with the Housing Authority.

Dependent

A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age, or is a disabled person or handicapped person, or is a full-time student.

Disabled Person - A person who is any of the following:

- A. A person who has a disability as defined in Section 223 of the Social Security Act. (42 U.S.C. 423)

- B. A person who has a physical, mental or emotional impairment that:
1. Is expected to be of long-continued and indefinite duration;
 2. Substantially impedes his or her ability to live independently, and
 3. Is of such a nature that ability to live independently could be improved by more suitable housing conditions.
- C. A person who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act {42 U.S.C. 6001(7)} which defines a developmental disability as:

"severe chronic disability that (a) is attributable to a mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity: (1) self-care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (e) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated".

Displaced Family- See "Involuntary Displacement", definition "A".

Drug-related Criminal Activity:

The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly Family

A family whose head or spouse, or whose sole member is a person of at least 62 years of age. It may include two or more elderly persons living together, or one or more of these persons living with one or more live-in aides.

Elderly Person

A person who is at least 62 years of age.

Excess Medical Expenses

Any medical expenses incurred by elderly families in excess of 3% of annual income which are not reimbursable from any other source.

Family

- A. A "family" may be a single person or a group of persons.
- B. A "family" includes a family with a child or children.
- C. A group of persons consisting of two or more elderly persons, or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family.
- D. A single-person family may be:
 - 1. an elderly person.
 - 2. a displaced person.
 - 3. a disabled person.
 - 4. any other single person.
- E. A child who is temporarily away from the home because of placement in foster care shall not be considered a member of the family.

Federal Preference:

A preference under federal statute and regulations for admission of applicant families that are any of the following:

- A. Involuntarily displaced
- B. Living in substandard housing (including families that are homeless, or living in a shelter for the homeless)
- C. Paying more than 50% of family income for rent and utilities (rent burden)

For more information, see the definitions of "Homeless Family", "Involuntary Displacement", and "Rent", that follow in this section.

Full-time Student

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Gross Rent - See "Tenant Rent"

Handicapped Assistance Expense

Reasonable expenses that are anticipated during the period for which annual income is computed for attendant care and auxiliary apparatus for a handicapped or disabled family member and expenses that are necessary to enable a family member (including the handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Head of Household

The family member who is responsible and accountable for the family.

Homeless Family

"Homeless Family" includes any person or family that:

1. lacks a fixed, regular, and adequate nighttime residence; and
2. has a primary nighttime residence that is:
 - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - b. An institution that provides a temporary residence for individuals intended to be institutionalized; and
 - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A "Homeless Family" does not include any person(s) otherwise detained pursuant to an Act of the Congress or a State law.

INS - The U.S. Immigration and Naturalization Service.

Involuntary Displacement - How applicant qualifies for displacement preference:

- A. An applicant qualifies for a federal preference on the basis of involuntary displacement if either of the following apply:
 1. The applicant has been involuntarily displaced and is not living in standard, permanent replacement housing.
 2. The applicant will be involuntarily displaced within no more than six months from

the date of preference status certification by the family or verification by the HA.

B. "Standard, permanent replacement housing" is housing:

1. That is decent, safe, and sanitary;
2. That is adequate for the family size; and
3. That the family is occupying pursuant to a lease or occupancy agreement.

"Standard, permanent replacement housing" does not include:

1. Transient facilities such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families; or
 2. In the case of domestic violence, the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.
- C. Meaning of involuntary displacement. An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:
1. Displacement by disaster. An applicant's unit is uninhabitable because of a disaster such as a fire or flood.
 2. Displacement by government action. Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program.
 3. Displacement by action of housing owner.
 - a. Action by housing owner forces the applicant to vacate its unit.
 4. An applicant does not qualify as involuntarily displaced because action by a housing owner forced the applicant to vacate its unit unless:
 - a. The applicant cannot control or prevent the owner's action;
 - b. The owner action occurs although the applicant met all previously imposed conditions of occupancy; and
 - c. The action taken by the owner is other than a rent increase.

To qualify as involuntarily displaced because action by a housing owner forces the applicant to vacate its unit, reasons for an applicant's having to vacate a housing unit include, but are not limited to, conversion of an applicant's housing unit to non-rental or non-residential use; closing of an applicant's housing unit for rehabilitation, or for any other reason; notice to the applicant that the applicant must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy; sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when the unit is transferred; or any other legally authorized act that results or will result in the withdrawal by the owner of the unit or structure from the rental market.

Such reasons do not include the vacating of a unit by the tenant as a result of actions taken by the owner because the tenant refuses:

- a. To comply with HUD program policies and procedures for the occupancy of under-occupied or overcrowded units; or
- b. To accept a transfer to another housing unit in accordance with a court decree or in accordance with policies and procedures under a HUD-approved desegregation plan.

D. Displacement by domestic violence. An applicant is involuntarily displaced if:

1. The applicant has vacated a housing unit because of domestic violence; or
2. The applicant lives in a unit with a person who engages in domestic violence.
3. "Domestic violence" means actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household.
4. For an applicant to qualify as involuntarily displaced because of domestic violence;
 - a. The HA must determine that the domestic violence occurred recently or is of a continuing nature; and
 - b. The applicant must certify that the person who engaged in such violence will not reside with the applicant family unless the HA has given advance written approval. If the family is admitted, the HA may deny or terminate assistance to the family for breach of this certification.

E. Displacement to avoid reprisals. An applicant family is involuntarily displaced if:

1. Family members provided information on criminal activities to a law enforcement agency, and
2. Based on a threat assessment, the law enforcement agency recommends rehousing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information.
3. The HA may establish appropriate safeguards to conceal the identity of families requiring protection against such reprisals.

F. Displacement by hate crimes

1. An applicant is involuntarily displaced if:
 - a. One or more members of the applicant's family have been the victim of

- one or more hate crimes; and
 - b. The applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.
 - c. "Hate crime" means actual or threatened physical violence or intimidation that is directed against a person or his/her property and that is based on the person's race, color, religion, sex, national origin, handicap, or familial status.
 - d. The HA must determine that the crime involved occurred recently or is of a continuing nature.
- G. Displacement by inaccessibility of unit. An applicant is involuntarily displaced if:
 - 1. A member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and
 - 2. The owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.
- H. Displacement because of HUD disposition of multifamily project. Involuntary displacement includes displacement because of disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

Live-in Aide

A person who resides with an elderly person, or disabled person who:

- A. Is determined to be essential to the care and well-being of the person.
- B. Is not obligated for the support of the person.
- C. Would not be living in the unit except to provide necessary supportive services.

Live-in aides are not counted as remaining members of a tenant family and their income is not included in the calculation of family income. Live-in aides will be listed as residing in the unit on the lease and landlord may apply the same screening criteria as those used for screening any other tenants. Live-in aides will be required to sign the lease and any addenda. Tenant must request and receive approval for any change in live-in aide.

Local Preference

A preference for families who do not qualify for one of the federal preferences.

Low-Income Family

A family whose annual income does not exceed 80% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Lump Sum Benefit

A one time payment of periodic benefits for a previous period which may be included as income. Only that portion of the payment attributable to the time the tenant resided continuously under the Public Housing program may be counted as income.

Medical Expenses

For purposes of income determination for elderly persons or families, medical expense in excess of 3% of total family income which are anticipated to be incurred during the period for which the annual income is computed, where these expenses are neither compensated for, nor covered by, insurance. Medical expenses include such items as medical insurance premiums, dental expenses, prescription and nonprescription medicines, and any other items designated as eligible medical expenses by the I.R.S.

Minor

A person less than eighteen years of age. (Head of household, spouse, or an unborn child may not be counted as a minor for the purpose of receiving a dependent allowance.)

MINIMUM RENT

Total tenant Payment effective through September 20, 1997: The total tenant payment (TTP) for families participation in the certificate program must be the greatest of:

- 30 percent of family monthly adjusted income;
- 10 percent of family monthly income;
- \$25.00

Mixed Family

A family whose members include those both with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

National

A person who owes permanent allegiance to the United States.

Near-elderly person/family:

A family or person whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62, living together; or one or more person who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Noncitizen

A person who is neither a citizen nor a national of the United States.

Prorated Assistance

1. Determine total tenant payment in accordance with federal regulations (annual income includes income of all family members, including any family member who has not established eligible immigration status).
2. Subtracting the total tenant payment from a HUD supplied or directed public housing maximum rent, which is determined by using the 95th percentile rent for the housing authority. The result is the maximum subsidy for which the family could qualify if all members were eligible (family maximum subsidy).
3. Dividing the family maximum subsidy by the number of persons in the family to determine the maximum subsidy per each family member who has citizenship or eligible immigration status. The subsidy per eligible family member is the "member maximum subsidy".
4. Multiplying the member maximum subsidy by the number of "eligible" family members.
5. The product of steps 1 - 4 is the amount of subsidy for which the family is eligible. The family's rent is the "public housing maximum rent" minus the amount of eligible subsidy.

Ranking Preference

A preference used by the HA to select among applicant families that qualify for a federal preference.

Remaining Family Member

The sole remaining family member after a reduction in family size shall be permitted to remain in housing if they are able to fulfill their obligations under the lease.

Rent (For the Purpose of Determining Federal Preference)

1. The actual amount due, calculated on a monthly basis under a lease or occupancy agreement between a family and the family's current landlord; and;
2. In the case of utilities purchased directly by tenants from utility providers:
 - a. The utility allowance (if any) determined for the Public Housing Program for tenant-purchased utilities (except telephone) and the other housing services that are normally included in rent; or
 - b. If the family chooses, the average monthly payments that it actually made for these utilities and services for the most recent 12-month period, or if information is not obtainable for the entire period, for an appropriate recent period.
 - c. For the purposes of calculating rent under this definition, amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount, to the extent that they are not included in the family's income.
 - d. In the case of an applicant who owns a manufactured home, but who rents the space upon which it is located, rent under this definition includes the monthly payment to amortize the purchase price of the home, calculated in accordance with HUD's requirements.
 - e. In the case of an applicant who resides within the jurisdiction of an Indian Housing Authority that is not administering a Public Housing program, the applicable utility allowance for purposes of calculating rent under this definition will be determined under 24 CFR part 965, Subpart E.
 - f. In the case of members of a cooperative, rent under this definition means the charges under the occupancy agreement between the members and the cooperative.

Resident of Area

A family living in the HA's jurisdiction, working in the HA's jurisdiction, or notified that they are hired to work in the HA's jurisdiction. The length of time the family has lived or worked in the jurisdiction may not be considered.

Single Person

A person who lives alone or intends to live alone who does not qualify as an elderly or handicapped family, displaced person or the remaining member of tenant family, or a pregnant woman. The HA will not admit single persons without prior authorization from HUD.

Substandard Housing

- A. A unit is substandard if the unit:
1. Is dilapidated;
 2. Does not have operable indoor plumbing;
 3. Does not have a usable flush toilet inside the unit for the exclusive use of a family;
 4. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
 5. Does not have electricity, or has inadequate or unsafe electrical service;
 6. Does not have a safe or adequate source of heat;
 7. Should, but does not, have a kitchen; or
 8. Has been declared unfit for habitation by an agency or unit or government.
- B. Dilapidated unit. A housing unit is dilapidated if:
1. The unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or
 2. The unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.
- C. Status of SRO housing. In determining whether an individual living in single room occupancy (SRO) housing qualifies for federal preference. SRO housing is not considered substandard solely because the unit does not contain sanitary or food preparation facilities.

Temporary Deferral

A mixed family which decides not to accept prorated assistance, or a family which has no members with eligible immigration status, may be eligible for temporary deferral of termination. This will permit the family additional time for those family members with ineligible status to vacate to other affordable housing. If granted, the deferral period shall be for an initial period not to exceed six (6) months. The initial period may be renewed for an additional six (6) months, but shall not exceed a period of three (3) years.

Tenant (Resident/Participant)

A family becomes a tenant when the HA executes a lease agreement with the family. They continue to be a tenant until their lease is terminated.

Tenant Rent

The amount payable monthly by the family as rent to the HA.

Total Tenant Payment

The greatest of: 30% of the family's adjusted income, 10% of annual income or the welfare rent.

Utilities

Water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone service and cable TV are not included as utilities.

Utility Allowance

The cost of utilities (except telephone and cable TV) and other housing services for an assisted unit when not included in the tenant rent but is the responsibility of the family occupying the unit. An amount equal to an estimate made or approved by the HA or HUD of the monthly cost of a reasonable consumption of utilities for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Very Low Income Family

Family whose annual income does not exceed 50% of the median income for the area as determined by HUD.

ATTACHMENT G

RENT DETERMINATION RESPONSE

The City of Peoria Housing Authority operates both Public Housing and Section 8 Programs. We have decided to set the following rent policies for the Public Housing Program.

1. We are retaining the calculation of rent payment at a grade of 30 percent of adjusted monthly income, 10 percent of monthly income, or shelter rent.
2. We are not adding any income exclusions to the statutory exclusions in the calculation of adjusted income because we cannot afford to do so at a time when the Federal Government is under funding public housing operations.
3. We have retained our existing ceiling rent policy and amounts.
4. We are facing in rent for qualified residents and transition from welfare to work according to Section 508 of QHWRA. There will be no increase in their rent for the first year, it will increase 50 percent of the normal increase in the second year, and will fully phase in for the third year. Due to lack of demand, we are not establishing individual savings accounts for otherwise qualified residents.
5. As an additional incentive to help our residence increase their income, we are not requiring that they report any increases in their income until their regular decertification.
6. We have established a minimum rent of \$25.

We have determined that the following flat rents will apply in our public housing development.

DEVELOPMENT	FLAT RENT
Parkview Apartments	
One Bedroom	\$185.00
Two Bedroom	\$225.00
Scattered Sites	
Two Bedroom	\$225.00
Three Bedroom	\$285.00
Four Bedroom	\$325.00

We have decided to set the following rent policies for the Section 8 Program.

1. We are retaining the calculation of the participants contribution at greatest of 30 percent of adjusted income, 10 percent of monthly income, or shelter rent.
2. We are not adding the income exclusions to the statutory exclusions in the calculation of adjusted income because we cannot afford to do so at a time when the Federal government is under funding housing opportunities.
3. As an incentive to help our Section 8 participants increase their income, we are not requiring that they report any increases in their income until their regular annual decertification.
4. We have determined to use the published FMR's as our payment standard. We anticipate reexamining this issue for next year's Agency Plan when the future course of the program becomes more clear.
5. We have established a minimum rent of \$25.

ATTACHMENT H

OPERATION AND MANAGEMENT RESPONSE

The City of Peoria Housing Authority has the following Policies that govern our operations:

- Admissions and Continued Occupancy Policy
- Section 8 Administrative Plan
- Blood Born Disease Policy
- Capitalization Policy
- Check Signing Policy
- Community Space Policy
- Criminal Records Management Policy
- Disposition Policy
- Drug Free Policy
- Equal Housing Opportunity Policy
- Ethics Policy
- Fund Transfer Policy
- Hazardous Materials Policy
- Investment Policy
- Maintenance Policy (Including Pest Control)
- Natural Disaster Policy
- Personnel Policy
- Procurement Policy

Copies of these policies or summaries of information that govern items on the above list are found at our main housing office.

The City of Peoria Housing Authority operates the following programs:

Public Housing - Parkview Apartments - 25 Units	
Section 8	45 Units
CIAP	Close out on modernization to Parkview apartments that installed new heating and cooling units as well as accessibility improvements to units.

The City of Peoria Housing Authority operates a tenant-based program. It operates both Section 8 Certificate and Section 8 Voucher programs. In total we are able to assist 140 families. On average, 15 certificates or vouchers are surrendered each year and new families are assisted under these programs.

ATTACHMENT I

CAPITAL IMPROVEMENT PLAN

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached forms are our Plan. The needs we have greatly exceed the resources available to meet them. The priorities and decisions we have made were extremely difficult, but are in the best interests of our residence, the community, and a continuation of our housing assistance activity. The reality of actual funds available for investing in our units has placed a strain on meeting all the

This Plan is based on the best information that was available to the City of Peoria Housing Authority at the time that we prepared the Plan. Unfortunately, we have no assurance of the exact amount of funds that will be available for our use in the affected fiscal years. In the meantime, we have estimated resources and may need to make proposal revisions to this Plan as required for actual dollars received.

FIVE YEAR ACTION PLAN					
City of Peoria Housing Authority	Peoria, Maricopa County, Arizona	AZ038			
	Year 1 FFY: 2000	Year 2 FFY: 2001	Year 3 FFY: 2002	Year 4 FFY:2003	Year 5 FFY:2004
Physical Improvements	SEE ANNUAL STATEMENT	\$15,000	\$15,000	\$15,000	\$15,000
Management Improvement		\$0	\$0	\$0	\$0
HA-Wide Nondwelling Structures and equipment		\$0	\$0	\$0	\$0
Administration		\$2,000	\$2,000	\$2,000	\$2,000
Other		\$0	\$0	\$0	\$0
Operations		\$0	\$0	\$0	\$0
Demolition		\$0	\$0	\$0	\$0
Replacement Reserve		\$0	\$0	\$0	\$0
Mod Used for Development		\$0	\$0	\$0	\$0
Total Capital Investment Funds		\$17,000	\$17,000	\$17,000	\$17,000
Total Non-federal Funds		\$0	\$0	\$0	\$0
Grant Total		\$17,000	\$17,000	\$17,000	\$17,000

FIVE YEAR ACTION PLAN					
City of Peoria Housing Authority	Peoria, Maricopa County, Arizona	AZ038			
	Year 1 FFY: 2000	Year 2 FFY: 2001	Year 3 FFY: 2002	Year 4 FFY:2003	Year 5 FFY:2004
Parkview	SEE ANNUAL STATEMENT	Bathroom Updates*	Kitchen Updates*	Paint - Inside and Out*	Bathroom Updates*
Scattered Sites		NA	NA	NA	NA

* Final scope and scale of work is contingent on needs of units as well as actual budget available for improvements

Physical Work Needs Statement

(NOTE: for Year 1 FFY:2000 see Annual Statement)

Year 2 FFY: 2001		Year 3 FFY: 2002		Year 4 FFY: 2003		Year 5 FFY: 2004	
Parkview 12 Units Bathroom Updates	\$15,000	Parkview 13 Units Kitchen Updates	\$15,000	Parkview 25 units Paint Inside and Out	\$15,000	Parkview 13 units bathroom upgrades	\$15,000
Cost Estimate	\$15,000		\$15,000		\$15,000		\$15,000

ATTACHMENT J

DEMOLITION AND/OR DISPOSITION RESPONSE

The City of Peoria Housing Authority has no plans to demolished or dispose of any of our public housing property over the next five years.

ATTACHMENT K

DESIGNATED HOUSING RESPONSE

The City of Peoria Housing Authority has no plans to designate any of our public Housing property in the next year for the exclusive use of either the elderly or people with disabilities. This decision is consistent with our needs assessment and the City of Peoria and Maricopa County Consortium Consolidated plans.

ATTACHMENT L

CONVERSION RESPONSE

The City of Peoria Housing Authority is not required by the terms of the 1996 HUD Appropriations Act to convert any of our buildings or developments to tenant-based assistance. Also, at this time we do not intend to voluntarily convert any of our buildings or developments to tenant-based assistance.

ATTACHMENT M

HOMEOWNERSHIP RESPONSE

The City of Peoria Housing Authority provides opportunities for homeownership through nonprofit agencies. These agencies are conducting program activity using one or more of the following resources:

- HOME Investment Partnership Act
- Community Development Block Grant
- HOPE III (normally income generated from previous years operations)
- State of Arizona Housing Trust Funds (HTF)

The basic elements of applying funds to homeownership opportunities is as follows:

When a program client indicates that they are interested in pursuing homeownership they are sent to one of our participating nonprofit for counseling and assistance in meeting the criteria for their funding needs.

The program client when validated for assistance then shops for a housing unit. The assisting agency also provides leads to housing that will be affordable according to the income of the participant.

Once the unit is found, it is rehabilitated as necessary to meet minimum Housing Quality Standards. The participant is then assisted with a knowledgeable lender (normally one participating in Community Reinvestment Act credits) in obtaining affordable financing.

Everyone who purchases a home is required to attend home maintenance and budget management training. Depending on the program resources used to assist the program participant in obtaining a home, resale restrictions may be in force on the property.

Through this partnering with knowledgeable nonprofit agencies in providing homeownership opportunities more than 12 homes have been sold to low and moderate income families in Peoria as of March, 2000.

ATTACHMENT N

COMMUNITY SERVICE and SELF-SUFFICIENCY POLICY RESPONSE

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities and set forth in the Annual Plan a description of their Community Service and Self-Sufficiency programs. This portion of the plan is divided into three sections:

1. Current programs available to residents;
2. Compliance with income changes the welfare recipients; and,
3. Compliance with the community service requirements.

Current programs available to residents:

4. Through the area Community Action Program (CAP) and Interfaith services a Meals on Wheels program is conducted. More than 185 Peoria residents are recipients of this program including approximately 35 subsidy assisted clients.
5. The Peoria Community Center offers Health Department and sanctioned exercise classes, health assistance programs, health related training and blood pressure checks for seniors and persons with disabilities. This facility operates within ½ mile of our public housing project and is central in location to our scattered site housing.
6. The Peoria Community Center has sponsored for job fares in the last twelve months. Many of these jobs were focused to seniors and persons who were looking for part-time or temporary employment.
7. Interfaith services provides assistance at an office location within 50 feet of the PHA office with resume preparation, fax access for job searches and phone access.
8. The Boys and Girls Club was assisted by the Community Development Block Grant program and offers an after school “latch key” program. Currently they list 9 of the children in their “latch key” program as receiving subsidy assistance. This record is form of tracking income for a sliding scale fee for opening the facility for the children. Working families who are at or below 50% of the area median income are 100% subsidized for this service.

Compliance with income changes the welfare recipients:

The program in response to the Quality Housing and Work Responsibility Act of 1998 has modified the income definitions in the Admissions and Continued Occupancy Policy and Section 8 Administrative Plan. The relevant revisions are:

9. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in the an economic self-sufficiency program or work activity, the amount of the rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
10. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.

Compliance with the community service requirement:

As required by the interim rule the Peoria Housing Authority is deferring decisions on how to deal with the new community service requirements until HUD issues a final regulation which the Housing Authority has sufficient time to assess in context with our program operations.

ATTACHMENT O

SAFETY AND CRIME PREVENTION

In accordance with the Quality Housing and Work Responsibilities Act of 1988 the City of Peoria Housing Authority has established this Safety and Crime Prevention Plan which incorporates the following elements:

1. Safety measures taken on a jurisdiction-wide basis that insure the safety of residents who are living in public housing owned in operated by The City of Peoria Housing Authority.
2. The he City of Peoria Housing Authority Safety and Crime Prevention Plan has been established in agreement with the City of Peoria and their municipal services including Fire and Police.
3. The plan describes measures that insure the safety of public housing residents and for prime prevention measures. This plan describes activities which are in effect, planned, or contemplated by the he City of Peoria Housing Authority.

The City of Peoria Housing Authority is a small operation that owns a total of 25 units of housing in a single complex known as Parkview. This complex is designated for occupancy by elderly and/or disabled persons.

SAFETY AND CRIME PREVENTION

The City of Peoria Housing Authority has found a very low concentration of any drug-related criminal activity at or near our housing site. The very nature of our housing development for disabled and/or elderly is not typical of Police profiles on individuals who traffic in any illegal substance distribution.

The City of Peoria Housing Authority is unable to define exact nature or extent of local drug and criminal activities due to a lack of staff and specific training in security and crime prevention. For this reason we do not have a specific action plan to address these problems.

The City of Peoria Police Department does not have extensive data to quantify criminal activity within the small radius of our single public housing complex. Our primary concern and safety focus has been the protection of residents at the Parkview apartments. To this end, both Police and Fire departments have our complex on regular and routine patrols everyday.

The City of Peoria Housing Authority's public housing complex exists in a modest neighborhood of residential housing. An adjacent part does have some history of criminal activity, however; in the past twelve months none of the criminal activity is shown on Police records as drug related. In the last 52 months none of the activities reported as crimes in this area have been crimes of violence.

GOALS AND OBJECTIVES

- Request support and technical assistance from local Police and fire departments as needed at the public housing site;
- Maintain criminal activities in the area to a level at or less than that expected by City of Peoria Police Department; and,
- Establish relationships with local service providers who will assist us in being aware of criminal activity and safety issues at our housing complex.

CURRENT AND PLANNED CRIME AND SAFETY ACTIVITIES

7. maintain and update the City of Peoria Policy for assistance in anti-crime act or near our public housing location;
8. Continue daily Fire and Police routing through and near our public housing complex; and,
9. Conduct strict applicant screening;
10. Update and refine our Crime and Safety Plan.

ATTACHMENT P

**City of Peoria Conventional Housing Programs
Pet Policy**

This policy does not apply to animals that assist persons with disabilities.

Residents are permitted to own and keep common household pets in their apartment. In order to keep a pet the following rules must be followed:

1. Pet Size, Number, Type, and Definition:

- | | |
|---------------------------------|---|
| A. Dogs - Not to exceed 40 lbs. | B. Fish (Aquarium not to exceed 25 gal) |
| C. Turtles | D. Cats |
| E. Birds | F. Guinea Pigs, Hamsters |

Number: No more than one (1) dog or cat may be kept at Parview Apartments. No more than two (2) dogs, or 2 (2) cats, **OR** one (1) dog and one (1) cat may be kept at any Scattered Site Unit. Residents may have one (1) additional pet such as a turtle, bird, fish, or hamster that is confined to a cage or enclosure. This provision does not permit an additional cat or dog under any circumstances. A Fish aquarium, or bowl, regardless of the number of fish contained therein, will count as one pet.

Common Household Pet: A domesticated animal, such as dog, cat, bird, rodent, rabbit, fish, or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles, except turtles; and does not included farm animals, including, but not limited to, pigs, chickens, roosters, water fowl, sheep, and livestock.

2. **Pet Deposit:** The amount of pet deposit charged per apartment will be \$100.00 payable within six (6) months. The Housing Authority (HA) will refund the pet deposit to the resident upon permanent removal of the pet(s) from the premises after an inspection by the HA showing that the premises are clean, odor free, and undamaged.
3. **Damages:** Resident agrees to report immediately any damage caused by the pet(s) and to pay reasonable charges for repair to the premises, buildings, facilities, and common areas caused by the pet(s), payable of the day on which the rent is due, one month following the effective date of the charges.
4. **Waste Removal:** Cats must use a sanitary sand box in the unit. Any pet droppings must be removed daily, and disposed of in HA dumpsters. A waste removal charge of \$5.00 will be charged for failure to remove waste.
5. **Pet Care:**
- a. Pet(s) must be kept inside the apartment or, if outside, on a leash controlled by a responsible adult. Pet(s) must be kept out of landscaping, storage/laundry rooms, and common areas not assigned to the resident.
 - b. Pet(s) must not disturb other residents, including but not limited to loud and excessive barking.
 - c. Pet(s) must be spayed or neutered
 - d. Pet(s) must not be left unattended for more than 24 hours. In the event the pet(s) is/are left unattended for more than 24 hours, the Housing Authority may enter the premises and turn it/them over to the pound or other appropriate authorities..
6. **Pets Temporarily on the Premises:** Pets not owned by the resident will be allowed on the premises for not more than 14 days in any twelve month period.
7. **Pet License/Registration:**
- a. Residents must maintain up-to-date inoculation records, dog license, and valid rabies tags on their pet(s). Residents must comply with all applicable City of Peoria pet ordinances and /or City codes. This information will be required to register your pet(s) at the housing office.

ATTACHMENT Q

CIVIL RIGHTS CERTIFICATION RESPONSE

The City of Peoria Housing Authority does hereby agree and certify that it will carry out this Agency Plan (Five-Year and Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

Michelle Rietz

Michelle Rietz, Housing Manager

April 3, 2000

ATTACHMENT R

ANNUAL AUDIT RESPONSE

In compliance with the instructions of the Interim Rule on preparing the Agency Plan, our annual audit is not being submitted with this document because HUD has already received a copy of the audit. This document may be viewed at the City of Peoria Housing Authority, during normal working hours.

ATTACHMENT S

STATEMENT OF APPROACH TO ASSET MANAGEMENT

The City of Peoria Housing Authority defines asset management as the ability to manage our property in a way that maximizes the potential to fulfill the mission of the Housing Authority. We are in the process of implementing an asset management system. When completed it will include:

1. A system profile and measure the performance of our single project;
2. A system to determine the financial viability of our single project;
3. A system to value the accomplishment of social objectives measured against our mission statement; and,
4. A system for evaluating operations of our project.

With this information and analysis system in place, we will be able to make decisions about the best use or disposition of our assets. By understanding the best community use of the property, the shelter and financial potential of the property, and the operating cost and performance profile of the property, the City of Peoria Housing Authority will be able to make decisions about how to use the property to best serve the needs of our community, residence, and agency. For the City of Peoria it will also provide us with analysis of how we may best expand needed services to meet growing needs in a time when resources are scarce.

Several elements of our plan review are fully completed. We have determined:

5. The target population for the property;
6. The need that will be served by the property;
7. The current operating cost of the property;
8. The potential for income that the property can produce;
9. The cost of capital improvements to serve our target population;

We are working on evaluating:

10. The ability of the property to generate adequate funds for an operating reserve, and
11. A determination of the cost of any capital improvement or retrofitting required to equip the property to serve current and future needs.

ATTACHMENT T

RESIDENT/PUBLIC COMMENTS

The City of Peoria Housing Authority has engaged in a process of seeking resident and public comments on our Agency Plan and distributed drafts of the Plan in a methodical outreach and process.

On March 3, 2000 we conducted a public hearing within ½ mile of our public housing complex and in a central location to our program operations. This meeting was posted in the local Peoria Times as a display ad and was combined with the outreach to the Consolidated Plan to attract the broadest audience. Posting was also made at the City Community Center, City Hall and Housing Authority Office.

As part of standard Fair Housing meeting reviews the Action Plan was included as an agenda item and discussed in a public meeting held with the Hispanic Board of Realtors on February 15, 2000 and in a meeting with the Westside Board of Realtors and Lenders on February 25, 2000. Flyers and public postings were made for both of these meetings.

As a result of the efforts in our outreach we have received the following comments and responded to them in the following manner:

General Comment: Noted some typographical errors and page numbering errors in draft documents.

Response: Notations corrected.

General Comment: Noted the redundancy and format of the Plan was not easy for the public to follow.

Response: Made few adjustments and explained that we were following a federal template for submission.

General Comment: Noted that the Parkview Resident Council is inactive due to a lack of interest by residents, however the Plan refers to them as an active group.

Response: Adjustments were made to the Plan and the comment responded to by explaining it was necessary to demonstrate to HUD the efforts of the Housing Authority and a reference to the Tenant/Resident Council would be maintained in the Plan.

General Comment: It was questioned when the regular patrols by Police and Fire were being made.

Response: The desk Sargent Dennis Mills confirmed that Police patrols “cruse” the street

in front of the Parkview complex as a requirement once during the day and approximately every other night with a lighted check of the adjoining park. Fire Department could not cite a patrol time, but assure that a regular review of Parkview was standard procedure for the main station in which the complex is located.

ATTACHMENT U

CONSOLIDATED PLAN CERTIFICATION

ATTACHMENT V

OTHER CERTIFICATIONS

