

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

KY122v01

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**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Beaver Dam Housing Authority

PHA Number: KY122

PHA Fiscal Year Beginning: 10/2000

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: to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies.

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 these 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 OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- 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 households
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)
Hire a resident coordinator to work with all residents (adults and children) in securing services needed to enhance their lives.

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)

GOAL: Make public housing the affordable housing of choice for the very low to moderately low income residents of our community.

OBJECTIVES: The Housing Authority of Beaver Dam shall work to provide additional landscaping, such as additional trees, shrubs, flowers, provide park benches for the residents along sidewalk areas by September 30, 2001.

GOAL: Maintain the Housing Authority of Beaver Dam's properties in a decent condition and to provide high quality maintenance service to the residents.

OBJECTIVES:

- (1) To create an appealing and up-to-date environment for the residents.
- (2) To continue with a preventative maintenance program.
- (3) To maintain an average response time of five days to routine work orders and within twenty-four hours to emergency work orders.

GOAL: Provide a safe and secure environment in the Housing Authority of Beaver Dam's public Housing developments.

OBJECTIVES:

- (1) Work with the City of Beaver Dam to clean up surrounding areas adjacent to the Housing Authority property, especially the wooded areas.
- (2) Additional parking stickers as a better means of monitoring who should be on the property.
- (3) Additional lighting around picnic shelter by September 30, 2001.
- (4) Numbered parking spaces corresponding with parking sticker and house numbers.
- (5) Upgrade mailboxes on James Court to locked boxes.
- (6) Institute and enforce a "No Trespass Policy" in cooperation with the local police by September 30, 2001.

GOAL: manage the Housing Authority of Beaver Dam in an efficient manner and to comply with applicable statutes and regulations.

OBJECTIVES:

- (1) Maintain a waiting list of sufficient size in order to house our units within fifteen days of becoming vacant.
- (2) Continue to achieve and sustain an occupancy rate of 98% or better.
- (3) Promote a motivating work environment with a capable and efficient team of employees.
- (4) Increase the amount of rents collected.

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. 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

ii. 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.

Not required under Federal Rule (903.7®)

iii. 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.

Required Attachments:

- A. Admissions Policy for Deconcentration (KY122a01)
- B. FY 2000 Capital Fund Program Annual Statement (KY122b01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- C. FY 2000 Capital Fund Program 5 Year Action Plan (KY122c01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- D. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (KY122d01)
- Other (List below, providing each attachment name)
- E. Admissions and Continued Occupancy Policy (ACOP) (KY122e01)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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.	
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. 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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	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
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) See Attachment	Annual Plan: Capital Needs
N/A	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	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	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	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
N/A	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	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Admissions and Continued Occupancy Policy (ACOP)	Annual Plan: (ACOP)

1. Statement of Housing Needs

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 this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	334	5	2	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	178	4	2	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	187	4	2	N/A	N/A	N/A	N/A
Elderly	191	3	2	N/A	N/A	N/A	N/a
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity White	681	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity Black	18	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							

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: 1990
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset - 1990
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. 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 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)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover (%) Percentage
Waiting list total	35		46.8%
Extremely low income <=30% AMI	27	77.1%	32.2%
Very low income (>30% but <=50% AMI)	7	20.0%	14.5%
Low income (>50% but <80% AMI)	1	2.8%	.0%
Families with children	25	71.4%	38.7%
Elderly families	2	5.7%	.016%
Families with Disabilities	8	22.8%	16.1%
Race/ethnicity (Black)	1	2.8%	.0%
Race/ethnicity (White)	34	97.2%	54.8%
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public			

Housing Needs of Families on the Waiting List			
Housing Only)			
1BR	14	40.0%	22.5%
2 BR	14	40.0%	22.5%
3 BR	7	20.0%	11.3%
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> 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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- 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
- 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

- 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
- 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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- 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)

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)
Give elderly and disabled preference over any other single person

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)
Have completed modifications necessary to comply with Section 504 Needs Assessment.

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)
We do not have any disproportionate housing needs by race/ethnicities.

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)
Market units to all families in our area by newspaper and radio advertisements.

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)

2. 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. 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 supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	77,949	
b) Public Housing Capital Fund	106,123	
c) HOPE VI Revitalization		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
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)		
KY36P122907-99	59,684	Public Housing Capitol Improvements
3. Public Housing Dwelling Rental Income	78,354	PHA Operations
4. Other income (list below)		
Interest on Investments	2,719	PHA Operations
Other	6,366	PHA Operations
4. Non-federal sources (list below)		
Total resources	331,195	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

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

(1) 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)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

The PHA verifies eligibility for admission upon receipt of application.

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) If applicant owes money to another federally funded program.

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?

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)

All except resident choice take precedence over new admission.

c. 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**)

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 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)
 - More than one family occupying a single residence
 - Elderly and disabled over any other single person

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:

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 3 Residents who live in the jurisdiction
 - Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 Households that contribute to meeting income requirements (targeting)
 - Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- 3 Other preference(s) (list below)
 - More than one family occupying a single residence.

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: The concentration of poverty was consistent in all developments; therefore, waiting list "skipping" was chosen to achieve deconcentration at all sites.
- 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: HA Wide

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 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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)

(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:

(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.

Date and Time

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

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)

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

- 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)

- 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)

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(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

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

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

See ACOP, Section VIII, Occupancy, Sub-section G(3) (a).

c. 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 under the age of 18 years
- 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)
Anytime the family composition changes

- 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 voucher program, certificates).**

(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)

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 903.79 (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

Describe the PHA’s management structure and organization.

(select one)

- 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 of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
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)

(2) Section 8 Management: (list below)

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 903.79 (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.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) KY122b01

-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. Yes 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:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) KY122c01

-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 903.7 9 (h)]

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

1. 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: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. 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.

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

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 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)]

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. Section 8-Only PHAs are not required to complete sub-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
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
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 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. 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: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] SEE ACOP Section XI

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

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)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: 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)]

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) KY122d01
 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: Kentucky
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)

The Beaver Dam Housing Authority has planned goals and objectives to make public housing the affordable housing of choice for very low income people, provide a safe and secure environment, ensure equal treatment of all applicants, and mix its housing population as much as possible to achieve a racially, ethnically, and income mixed ratio.

Other: (list below)

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

The PHA Plan was sent to the Kentucky Housing Corporation for review and has received certification of the Plans Consistency with the Consolidated Plan.

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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 KY122a01

DECONCENTRATION POLICY

OBJECTIVE

The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development.

ACTIONS

The Beaver Dam Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met the housing authority shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

It is the Beaver Dam Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Beaver Dam Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, the housing authority will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

INCENTIVES

The Beaver Dam Housing Authority may offer an incentive to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. An incentive may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

ATTACHMENT KY122b01

Component 7 Capital Fund Program Annual Statement 1 Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number KY36P12250100 FFY of Grant Approval: (10/2000)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	11,123
3	1408 Management Improvements	15,500
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	5,500
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	53,000
11	1465.1 Dwelling Equipment-Nonexpendable	5,000
12	1470 Nondwelling Structures	16,000
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)	106,123
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	25,000
24	Amount of line 20 Related to Energy Conservation Measures	

Attachment KY122b01

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table
KY36P12250100**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA Wide	1) Operations	1406	11,123
HA Wide	2) Management Improvements Hire RIC	1408	15,500
HA Wide	3) Hire Consultant	1430	5,500
KY122-01 James/Walden	4) Add Air Conditioning to remaining 13 units	1460	25,000
KY122-03 Barnard Ct.	5) Add 18 wind turbines to roofs	1460	3,000
KY122-01 James/Walden	6) Install security window screens	1460	25,000
KY122-01 James/Walden	7) Replace 11 refrigerators	1465	5,000
HA Wide	8) Phase I – Maintenance Building	1470	16,000
		TOTAL	106,123

Attachment KY122b01

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule
KY36P12250100**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA Wide	9/30/2002	9/30/2003
KY122-01 James/Walden	9/30/2002	9/30/2003
KY122-03 Barnard Ct.	9/30/2002	9/30/2003

ATTACHMENT KY122c01

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	
KY122-01	HA Wide	2	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 Operating Budget			11,123	2001
			11,123	2002
			11,123	2003
			11,123	2004
Total estimated cost over next 5 years			44,492	

ATTACHMENT KY122c01

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
KY122-01	HA Wide	2	3.1%

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
1408 Management Improvements - RIC	16,000	2001
	16,000	2002
	16,000	2003
	16,500	2004
Total estimated cost over next 5 years	64,500	

ATTACHMENT KY122c01

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

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
KY122-01	HA Wide	2	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1430 Consultants			5,000	2001
			5,000	2002
			5,000	2003
			5,000	2004
Total estimated cost over next 5 years			20,000	

ATTACHMENT KY122c01

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	
KY122-01	HA Wide	2	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1470 Nondwelling Structures Phase II Maintenance Building (from 907) Phase III Remodel OLM Building			50,000 23,000	2001 2002
Total estimated cost over next 5 years			73,000	

ATTACHMENT KY122c01

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	
KY122-01	HA Wide	2	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1475 Nondwelling Equipment - Small Tools			2,500	2001
Office Equipment			3,000	2002
Community Equipment			3,000	2003
Truck			20,000	2004
Total estimated cost over next 5 years			28,500	

ATTACHMENT KY122c01

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	
KY122-01	HA Wide	2	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
TOTAL HA WIDE			84,623	2001
			58,123	2002
			35,123	2003
			52,623	2004
Total estimated cost over next 5 years			230,492	

ATTACHMENT KY122c01

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	
KY122-01	Walden/James Courts	2	4.5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1450 Site Improvements				
1) Locked cluster mailboxes			6,000	2001
2) Add parking spaces and replace/repair sidewalks			30,000	2002
3) Rip-rap ditch			15,000	2003
4) Repair/replace sidewalks & porches			11,500	2001
5) Repair/replace sidewalks & porches			6,500	2003
1460 Dwelling Structures				
1) Re-roof 6 buildings			56,500	2003
2) Re-roof 6 buildings			50,500	2004
Total estimated cost over next 5 years			176,000	

ATTACHMENT KY122c01

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	
KY122-03	Barnard Court	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1460 Dwelling Structures <ul style="list-style-type: none"> 1) Lower stairwell ceilings 2) Refinish chipped tubs 3) Add shelves to closets 			4,000	2001
			3,000	2002
			8,000	2003
1450 Site Improvements <ul style="list-style-type: none"> 1) Enlarge A/C pads 			3,000	2004
Total estimated cost over next 5 years			18,000	

ATTACHMENT KY122c01

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	
KY122-01	HA Wide	2	3.1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

RESIDENT ADVISORY BOARD MEETING

The Resident Advisory Board met on November 16 at 3:30 p.m. in the office of the Executive Director of the Housing Authority of Beaver Dam. Present at this meeting were: Tina Goodman, Arnom Ball, Ruby Kuykendall, and Cheryl Walden. Absent was Lillie Cannon.

Minutes of the previous meeting were read and approved.

A discussion was held regarding a mission statement for the Housing Authority of Beaver Dam. After the members had a discussion regarding their input, the following statement was recommended.

The Mission of the Housing Authority of Beaver Dam is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority of Beaver Dam is committed to operating in an efficient, ethical, and professional manner. The Housing Authority of Beaver Dam will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

All resident advisory board members who were present agreed on this mission statement.

Mrs. Walden advised the RAB (Resident Advisory Board) that this mission statement would be presented to the Board of Commissioners of the Housing Authority of Beaver Dam for their consideration and adoption.

The following questions were discussed and responses of the members are noted.

(1) What is the purpose of the Housing Authority of Beaver Dam? To provide affordable housing and to be drug free.

(2) Who uses the services of the Housing Authority of Beaver Dam? Low income people, handicapped, disabled people, working families, middle class, elderly, and homeless.

(3) What does the Housing Authority of Beaver Dam do well? Respond, stays on top of things, maintenance does good job, responds timely to maintenance requests, elderly people help each other and other people help each other.

(4) What does the Housing Authority of Beaver Dam not do well? No comments from the RAB. Felt the Housing Authority does everything great! No complaints.

Mrs. Walden presented a copy of the Resident Survey from REAC. Comments were asked of the Board as to how to respond to the low scores on the Safety and Security, and Appearance Section of the survey. Those residents who were present at this meeting did not offer any suggestions as they did not agree with the results of the survey. Did not feel we had any safety or security problems. Felt the appearance of the sites were good. The comments of those present dealt with parking concerns.

It was decided to discuss goals for the Housing Authority of Beaver Dam at the next meeting. The meeting adjourned, with the next scheduled meeting to be held on December 7, at 3:30 p.m.

_____/s/ Tina Goodman

_____/s/ Cheryl Walden

/s/ Arnom Ball

/s/ Ruby Kuykendall

BEAVER DAM HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

(ACOP)

Adopted: July 11, 2000

Note:

This plan (ACOP) also serves as our “Tenant Selection and Assignment Plan (TSAP)” because it meets the requirements for a TSAP and provides the details as to how this Agency processes the selection and assignment of applicants for Public Housing.

The ACOP also includes the regulatory “One-Strike” provisions for admission to Public Housing and applicable sections of Title V of H.R. 4194, the Quality Housing and Work Responsibility Act.

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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SECTION I. INTRODUCTION

This Policy is established to allow the Housing Authority of Beaver Dam to meet its responsibilities pursuant to the United States Housing Act of 1937, Title VI of the Civil Rights Act of 1964 and all other civil rights requirements, regulations promulgated by the U. S. Department of Housing and Urban Development (HUD), Annual Contributions Contract (ACC), and State and local laws.

A. MISSION STATEMENT

The mission of the Housing Authority of Beaver Dam is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies.

In order to achieve this mission, the Housing Authority of Beaver Dam will:

- ☞ Recognize residents as our ultimate customer;
- ☞ Improve Public Housing Authority (HA) management and service delivery efforts through effective and efficient management of HA staff;
- ☞ Seek problem-solving partnerships with residents, community, and government leadership;
- ☞ Apply HA resources, to the effective and efficient management and operation of public housing programs, taking into account changes in Federal funding.

B. PURPOSE

This policy governs admission and occupancy of public housing administered by the Housing Authority. It is the intent of the Authority to ensure decent, safe, and affordable housing for families of limited income in all public housing units owned by the Authority. The basic guidelines of this policy are governed by requirements of the Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and this HA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

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Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Parts 900.

The Authority will periodically review its policy and procedures to assure compliance with housing legislation and civil rights requirements. HUD has approved this policy and will review its implementation periodical.

C. PRIMARY RESPONSIBILITIES OF THE HA

- (1) Informing eligible families of the availability of public housing assistance;
- (2) Determining and posting annually the utility allowances

- (3) Receiving applications from families and determining their eligibility for assistance;
- (4) Inspecting housing units to determine that they meet or exceed Uniform Physical Condition Standards (UPCS);
- (5) Approving leases;
- (6) Collecting rent on a monthly basis from tenants;
- (7) Annual re-examinations/re-certifications of income, family composition and redetermination of rent;
- (8) Authorizing and processing evictions; and,
- (9) Ongoing maintenance and modernization of the public housing inventory.

D. OBJECTIVES

- (1) Promote the overall goal of drug free, decent, safe and sanitary housing by:
 - a. Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
 - b. Insuring the fiscal stability of the HA.

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- c. Lawfully denying admission or continued occupancy to applicants or residents whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to HA employees.

To accomplish this objective, the Authority has adopted its **ZERO TOLERANCE “ONE STRIKE YOU’RE OUT” POLICY** in screening applicants for admission and eviction of residents. This policy states that the

Authority shall conduct appropriate screening of applicants so that **admission shall be denied to an applicant who:**

1. has a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that affect the health, safety, or right to peaceful enjoyment of the premises of other residents;
2. was evicted from assisted housing within three (3) years of the projected date of admission because of drug-related criminal activity;
3. the Authority determines is illegally using a controlled substance; or
4. the Authority has reasonable cause to believe applicant/resident uses a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

The **Zero Tolerance One Strike** Policy further states that the policy of the Authority is to appropriately **evict a public housing resident who:**

1. engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; or
2. any other activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Authority; or
3. engages in any drug-related criminal activity on or off the authority's property; or
4. the authority determines is illegally using a controlled substance;
or

5. the Authority determines that the resident abuses alcohol or uses a controlled substance in such a way that may interfere

with the health, safety, or right to peaceful enjoyment of the premises by other residents.

- d. Insuring that Elderly families can live in public housing as long as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aide.
- (2) Facilitate the efficient management of the HA and compliance with Federal Regulations by establishing policies for the efficient and effective management of the HA inventory and staff.
- (3) Comply in letter and spirit with the Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.

E. OUTREACH

As much information as possible about Public Housing may be disseminated through local media (newspaper, radio, television, etc.). For those who call the HA office, the staff may be available to convey essential information.

- ☞ The HA may hold meetings with local social community agencies.
- ☞ The HA may sponsor “Open House” programs within the public housing community to attract potential residents to view a public housing unit.
- ☞ The HA may make known to the public, through publications in a newspaper of general circulation and other forms of media outreach.
- ☞ The HA may contact local businesses and post notices on their bulletin boards.
- ☞ The HA may utilize the use of flyers posted within the community.

NOTE: The terms “appropriate screening” and “appropriately” refer to the Authority’s consistent application of discretion to consider all available information and all known circumstances when making a decision to deny admission or to evict, in accordance with provisions of 24 CFR 966.4(1) (5) *Eviction for Criminal Activity-(I) PHA discretion to consider circumstances.*

SECTION II. FAIR HOUSING

It is the policy of the Housing Authority of Beaver Dam to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act. The Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

Specifically, the Housing Authority of Beaver Dam shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, or disability deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority will provide information to public housing applicants/residents regarding "discrimination" and any recourse available to them if they believe they may be victims of discrimination. Also, this subject will be discussed with the applicant/resident, documented and made part of the applicant/resident's file.

The Housing Authority of Beaver Dam will assist any family that believes they have suffered illegal discrimination. The Authority will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

SECTION III. RIGHT TO PRIVACY

All adult members of both applicant and resident households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Requests for information by other parties must be accompanied by a signed release request in order for the Housing Authority of Beaver Dam to release any information involving an applicant or resident, unless disclosure is authorized under Federal or State law or regulations.

SECTION IV. REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the authority programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Authority will ensure that all applicants/residents are aware of the opportunity to request reasonable accommodations.

A. COMMUNICATION

Anyone requesting an application for housing may also request a reasonable accommodation.

Any resident may request a reasonable accommodation at any time, by contacting the office and discussing the request with the Executive Director. At that point, a meeting will be scheduled to discuss the request in detail.

All decisions granting or denying requests for reasonable accommodations will be in writing.

B. QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

- (1) *IS THE REQUESTER A PERSON WITH DISABILITIES?* For this purpose, the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition.)

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Housing Authority will obtain verification that the person is a person with a disability.

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(2) *IS THE REQUESTED ACCOMMODATION RELATED TO THE DISABILITY?* If it is apparent that the request is related to the apparent or documented disability, the answer to this question is Yes. If it is not apparent, the Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority will not inquire as to the nature of the disability.

(3) *IS THE REQUESTED ACCOMMODATION REASONABLE?* In order to be determined reasonable, the accommodation must meet two criteria:

- a. **Would the accommodation constitute a fundamental alteration?** The Housing Authority of Beaver Dam's business is housing. If the request would alter the fundamental business that the Housing Authority conducts, that **would not** be reasonable. For instance, the Housing Authority would deny a request to have the Authority do grocery shopping for a person with disabilities.
- b. **Would the requested accommodation create an undue financial hardship or administrative burden?** Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

C. HOUSING AUTHORITY RIGHTS

Generally the individual knows best what it is they need; however, the Housing Authority of Beaver Dam retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority's programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority's programs and services, the Authority retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Housing Authority of Beaver Dam if there is no one else willing to pay for the modifications. If another party pays

for the modification, the Housing Authority will seek to have the same entity pay for any restoration costs.

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If the resident requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Housing Authority of Beaver Dam will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a resident to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

SECTION V. REQUIRED POSTINGS

In the office of the Housing Authority of Beaver Dam at 3030 James Court, Beaver Dam, Kentucky, posted on the office bulletin board at a height easily read by all persons including persons with mobility disabilities, the following information:

- ☛ Statement of Policies and Procedures governing Admission and Continued Occupancy – A.C.O.P.P.

- ☛ Notice of the status of the Waiting List (Opened or Closed)

- ☛ A listing of the developments by name, address, number of units, units designed with special accommodations, office address, office hours, telephone number, TDD number, and operation hours.

- ☛ Income Limits for Admission

- ☛ Utility Allowance Schedule

- ☛ Current Schedule of Routine Maintenance Charges

- ☛ Dwelling Lease

- ☛ Grievance Procedure
- ☛ Fair Housing Poster
- ☛ Equal Opportunity in Employment Poster
- ☛ Any current Housing Authority of Beaver Dam Notices

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SECTION VI. DEFINITION OF TERMS

Definitions are amended from time to time and are contained in Section 24 CFR, which are incorporated by reference as if fully set out herein. Copies of this regulation are available in the Housing Authority of Beaver Dam office.

ADJUSTED INCOME - *Adjusted Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:*
(24 CFR 5.611)

1. A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is: (a) seventeen (17) years of age or younger; or, (b) who is eighteen (18) years of age or older and a verified full-time student and/or is a person with a disability.
2. A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is a person with a disability.
3. A deduction for any elderly or disabled family:
 - (a) That has no disability assistance expense, an allowance for medical expenses equal to the amount by which the medical expenses exceed three (3%) percent of Annual Income.
 - (b) That has disability assistance expenses greater than or equal to three (3%) percent of Annual Income, an allowance for disability assistance expenses computed in accordance with paragraph 4 of this Section, plus an allowance for medical expenses that is equal to the family's medical expenses.

- (c) That has disability assistance expenses that are less than three (3%) percent of Annual Income, an allowance for combined disability assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Annual Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.
4. A deduction for any family that is not an elderly or disabled family but has a member (other than the head of household or spouse) who is a person with a disability. Disability assistance expenses in excess of three (3%) percent of Annual Income, but this allowance may not exceed the employment received by family members who are eighteen (18) years of age or older as a result of the assistance to the person with disabilities.

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5. 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 **actively seek employment**, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. 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. The reasonable amount of charges is determined by the Housing Authority, by conducting surveys of local child care providers.

NOTE:

If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident's rent will be established at the Housing Authority established minimum rent less any utility allowance.

ADULT – An adult is a household member who has reached his/her 18th birthday or who is the head of household, or spouse, or co-head. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.

ALLOWANCES - Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowances can be given at the discretion of the housing authority.

ANNUAL CONTRIBUTIONS CONTRACT (ACC) – The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 ACT, and the housing authority agrees to comply with HUD requirements for the program. **(24 CFR 5.403)**

APPLICANT (applicant family) – A person or family that has applied for admission to a program but is not yet a participant in the program. **(24 CFR 5.403)**

ASSETS – The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see “net family assets.”)

ASSET INCOME – Income received from assets held by family members. If assets total more than \$5,000, income from the assets is “imputed” and the greater of actual asset income and imputed asset income is counted in annual income.

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CHILD – For purposes of citizenship, a member of the family other than the family head or spouse who is under 18 years of age. **(24 CFR 5.504(b))**

CHILD CARE EXPENSES – Child Care Expenses are amounts anticipated to be paid by the family for the care of children under thirteen (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 **actively seek employment**, be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. In the case of child care necessary to permit employment, the amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received from such employment. **(24 CFR 5.603 (b))**

The Housing Authority will not normally determine child care expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability. The head of household must document the disability that prevents the adult from providing child care.

CHILD CUSTODY – An applicant/resident family who **does not have full custody** of a child/children may only claim a child as a dependent by the following:

1. The applicant/resident **must have primary custody** of the child.

2. The applicant/resident must provide sufficient evidence that if the applicant were admitted to public housing the child would reside with the applicant. The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).

CITIZEN - A citizen or national of the United States. (24 CFR 5.504 (b))

COMMUNITY SERVICE – The performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increased resident self-responsibility in the community. Community service is not employment and may not include political activities.

CONSENT FORM – Ant consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAS, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

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COVERED FAMILIES – Families who receive welfare assistance or other public assistance benefits (“welfare benefits”) from a State or other public agency (“welfare agency”) under a program for which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

DECENT, SAFE, AND SANITARY – Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

DEPARTMENT – The Department of Housing and Urban Development. (24 CFR 5.100)

DEPENDENT – A member of the family (except foster children **and foster adults**), other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. (24 CFR 5.603 (d))

An unborn child ***shall not*** be considered a dependent.

DISABILITY ASSISTANCE EXPENSES – Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member

(including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603 (d))

DISABILITY ASSISTANCE EXPENSE ALLOWANCE - In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

DISABLED FAMILY – A person whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see “person with disabilities.”)

DISABLED PERSON (person with disabilities) - A person having a physical or mental impairment which, pursuant to HUD regulations::

1. Is expected to be of long-continued and indefinite duration,
2. Substantially impedes his/her ability to live independently, and
3. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions.

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NOTE: All three conditions must be met to qualify as “a person with disabilities”. For purposes of reasonable accommodation and program accessibility for persons with disabilities, the term “person with disabilities” means “individual with handicaps” as defined in 24 CFR 8.3

DISPLACED FAMILY – A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403 (b))

DISPLACED PERSON - A person, or family, displaced by governmental action, or 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. [1937 Act]

DRUG-RELATED CRIMINAL ACTIVITY – Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act. (21 U.S.C. 802)

ECONOMIC SELF-SUFFICIENCY PROGRAM – Any program designed to encourage, assist, train or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.

ELDERLY FAMILY – A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. **(24 CFR 5.403)**

ELDERLY FAMILY ALLOWANCE – For elderly families, an allowance of \$400 is deducted from the household’s annual income in determining adjusted annual income.

ELDERLY PERSON – A person who is at least sixty-two (62) years of age. **(1937 Housing Act)**

EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS – The documents which must be submitted to evidence citizenship or eligible immigration status.

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EXTREMELY LOW-INCOME FAMILIES – Those families whose incomes do not exceed 30% of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

FAIR HOUSING ACT: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). **(24 CFR 5.100)**

FAMILY – The term “family” as used in this policy means:

1. Two or more persons sharing residency whose income and resources are available to meet the family’s needs and who are related by blood, marriage or operation of law ***(or who give evidence of a stable relationship which has existed over a period of time)***. Single pregnant women with no other children ***(or a single person in the process of legally adopting a child)*** constitute a family and have the same status as a family consisting of two or more persons. A family with or without children ***(the***

temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size) and who live regularly together as a single household in the dwelling unit. By definition, a family must contain a competent adult of at least 18 years of age to enter into a contract and is capable of functioning as the head of the household. There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this policy. **SOME RECOGNIZED AND ACCEPTABLE BASIS OF FAMILY RELATIONSHIP MUST EXIST AS A CONDITION OF ELIGIBILITY.**

2. An elderly family;
3. A near-elderly family;
4. A disabled family;
5. A displaced family;
6. The remaining member of a resident family; and
7. A single person who is not elderly or displaced person, or a person with disabilities or the remaining member of a tenant family. **(24 CFR 5.403)**

NOTE: Housing assistance limitation for single persons. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a resident family may not be provided (for public housing and other project-based assistance) a housing unit with two or more bedrooms.

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FAMILY MEMBERS – All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM) – The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. **(24 CFR 984.103 (b))**

FIFTY PERCENT (50%) OF INCOME FOR RENT – Preference – Families that pay 50% or more of their family income for rent, including utilities, qualify for a preference, in selecting applicants for admission to public housing.

FLAT RENT – A rent amount the family may choose to pay in lieu of having their rent determined under the income method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit.

FOSTER CHILDREN - With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:

1. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available.
2. The Landlord's obligation to make reasonable accommodation for a person with disabilities.

FULL TIME STUDENT – A person who is attending school or vocational training on a full-time basis. **(24 CFR 5.603 (d))**

HAZARDOUS DUTY PAY – Pay to a family member in the Armed Forces away from home and exposed to hostile fire.

HEAD OF HOUSEHOLD – The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. **(24 CFR 5.504 (b))**

Also, the head of household is primarily responsible and accountable for the family, particularly in regard to lease obligations.

HOMELESS FAMILY – Any individual or family who:

1. Lacks a fixed, regular, and adequate nighttime residence;

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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 or housing for the mentally ill);
 - (b) An institution that provides a temporary residence for individuals 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.

3. A homeless family **does not include** :

- (a) Any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law; or
- (b) Any individual who is a Single Room Occupant that is not considered substandard housing.

IMPUTED INCOME – For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

IMPUTED WELFARE INCOME – The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

INCOME EXCLUSIONS – Annual Income ***does not*** include such temporary, non-recurring or sporadic income as the following:

- 1. Casual, sporadic, temporary, nonrecurring income, including gifts.
- 2. Amounts that are specifically received from or are a reimbursement of, the cost of illness or medical care.
- 3. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.
- 4. The full amount of student financial assistance paid directly to the student or to the educational institution.
- 5. Relocation payments made pursuant to title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4636).

- 6. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1973 [7 USC 2017(b)].

7. Payments received by participants or volunteers in programs pursuant to the domestic Volunteers Service Act of 1973 [42 USC 5044(g), 5058].
8. Income of a live-in aide (as defined in this policy).
9. Payments received from the Job Training Partnership Act [29USC 1552(b)].
10. Hazardous duty Pay for a family member in the Armed Forces away from home and exposed to hostile fire.
11. Income from employment of children (including foster children) under the age of eighteen (18).
12. Payment received for the care of foster children or foster adults.
13. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C.1626(a)], or reparation payments made by foreign governments in connection with the Holocaust.
14. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)].
15. Payments or allowances made under the Department of Health and Human Services Low-income Home Energy Assistance Program [42U.S.C.8624(f)].
16. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub. Law 94-540,90 Stat. 203-2504).
17. The first \$2,000.00 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(b), 1407].
18. Payments from Programs under Title V of The Older Americans Act of 1965 [42U.S.C.3056(f)].
19. Amounts received under training programs funded by HUD.

20. 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).
21. 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 specific program.
22. For taxable years after December 31, 1990, the earned income tax credit refund. Effective Date: July 25, 1994.
23. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the U.S. Housing Act of 1937, or any comparable Federal, state, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:

Comparable Federal, State or Local Law means a program providing employment training and supportive services that:

- (a) Are authorized by a federal, state or local law;
- (b) Are funded by federal, state or local government;
- (c) Are operated or administered by a public agency;
- (d) Has as its objective to assist participants in acquiring job skills.

Exclusion period means the period during which the resident participates in a program described in this section, plus 18 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937. If the resident is terminated from employment without good cause, the exclusion period shall end.

Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

This provision does not apply to residents participating in the Family Self-Sufficiency Program who are utilizing the escrow account. Also, residents are required to pay the appropriate minimum rent.

24. A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for the HA, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period time.
25. Compensation from State or local employment training programs and training of a family member as resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the HA.
26. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, 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.
27. Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
28. Adoption assistance payments in excess of 4480 per adopted child.
29. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment received on or after October 28, 1992.
30. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
31. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
32. Payments received under the Main Indian claims Settlement Act of 1980.
33. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation.

34. The value of any child care provided or arranged (or any amounts received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and development Black Grant Act of 1990.

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35. Effective 10-01-1999, the earned income for a period of twelve (12) months for family members who were unemployed for a year or more and are now employed; family members whose employment income increases as a result of participation in any family self-sufficiency or job training program; or family members who were receiving TANF (KTAP) benefits in the last six months and whose earned income increases. During the following twelve months the family's rent may be increased by 50% of the amount that would have been in effect without the disregard.

INCOME METHOD – A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the income method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

IN-KIND PAYMENTS – Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g. groceries provided on a weekly basis, baby sitting provided on a regular basis).

INFANT – A child under the age of two years.

INTERIM REDETERMINATION OF RENT - Changes of rent between admissions and reexaminations and the next succeeding reexamination.

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

INVOLUNTARY DISPLACEMENT – An applicant who has vacated or will have to vacate because of one or more of the following:

1. displacement by disaster;
2. displacement by government action;
3. displacement by action of housing owner. (24 CFR 5.420 (b))

LIVE-IN AIDE – A person who resides with an Elderly, Disabled person or persons and who:

1. Is determined by the Housing Authority to be essential to the care and well-being of the person(s)

2. Is not obligated for support of the person(s)
3. Would not be living in the unit except to provide the necessary supportive services. **(24 CFR 5.403 (b))**

The income of a Live-in-aide that meets these requirements is not included as income to the tenant family. **A Live-In Aide must be approved, in advance, by the HA and meet eligibility requirements for public housing occupancy.**

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LOW INCOME FAMILY – A family whose Annual Income does not exceed eighty (80%) of the median income for the area, as determined by HUD.

MEDICAL EXPENSE – Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. **(24 CFR 5.603 (d))**

Medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly or disabled families only. These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animal, transportation for medical purposes.

MILITARY SERVICE – Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.

MINIMUM RENT – Families assisted under the Public Housing program pay a monthly “minimum rent” of not more than \$50.00 per month. The Housing Authority has the discretion to establish the “minimum rent” from \$0 up to \$50.00 **The minimum rent established by the Housing Authority of Beaver Dam is \$50.00.**

MINOR – A “minor” is a person under the age of eighteen years of age. (An unborn child may not be counted as a minor.)

MIXED FAMILY - A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. **(24 CFR 5.504 (b))**

MIXED POPULATION DEVELOPMENT – A public housing development, or portion of a development, that was reserved for elderly and disabled families at its inception (and has retained that character). If the development was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units in the development (or portion of development) to elderly families and disabled families. These developments were formerly known as elderly projects.

MONTHLY ADJUSTED INCOME – One-twelfth of Adjusted Income. (24 CFR 5.603 (d))

MONTHLY INCOME – One twelfth of Annual Income. For purpose of determining priorities based on an applicant’s rent as a percentage of family income, family income is the same as monthly income.

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NATIONAL – A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504 (b))

NEAR ELDERLY – A family whose head or spouse or “sole member” is at least fifty years of age, but below the age of sixty-two; two or more persons, who are 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. (24 CFR 5.403 (b))

NET FAMILY ASSETS - Net family Assets means the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, and other forms of capital investment, excluding interests in Indian trust land and 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 cases where a trust fund has been established and the trust is not revocable by, or under 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 determining Annual Income.)* In determining Net Family Income, the Housing Authority of Beaver Dam shall include the value of any business or family assets disposed of by an applicant or Tenant for less than fair market value *(including a disposition in trust, but not in a foreclosure or bankruptcy sale)* during the two (2) years preceding the date of application for the program or reexamination, 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 receives important consideration not measurable in dollar terms. (24 CFR 5.603 (d))

NONCITIZEN – A person who is neither a citizen nor national of the United States. (24 CFR 5.504 (b))

OCCUPANCY STANDARDS – The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

PARTICIPANT – A family or individual that is assisted by the public housing program.

PERSON WITH DISABILITIES – (see definition of disabled person)

PREVIOUSLY UNEMPLOYED – This includes a person who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

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PROCESSING ENTITY – The person or entity that is responsible for making eligibility and related determinations and an income reexamination. In the Section 8 and public housing programs, the processing entity is the responsibility entity.

PRORATION OF ASSISTANCE – The reduction in a family’s housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. **(24 CFR 5.520)**

PUBLIC HOUSING – Housing assisted under the 1937 Act, other than under Section 8. Public Housing included dwelling units in a mixed-finance project that are assisted by a PHA with capital or operating funds.

PUBLIC HOUSING AGENCY (HA) – Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development of operation of housing for lower income families, under the 1937 Housing Act. **(24 CFR 5.100)**

The terms “PHA”, “HA”, or Authority occurring within this ACOP shall refer to the Housing Authority of Beaver Dam.

RECERTIFICATION – **Recertification is sometimes called re-examination.** The annual process of securing documentation of a family’s income, expenses and composition to determine the family rent and if they meet the eligibility requirements for continued occupancy.

RE-EXAMINATION DATE – The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent. **The re-examination date of the Housing Authority of Beaver Dam is October 1st.**

REMAINING MEMBER OF THE RESIDENT FAMILY – The person(s) of legal age remaining in the public housing unit after the person(s) who signed the lease has (have) left the premises, other than by eviction.

RESPONSIBLE ENTITY – For the public housing program, the responsible entity means the PHA administering the program under an ACC with HUD.

SINGLE PERSON – A person who lives alone, or intends to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a Resident family. (**Public Housing: Handbook 7465.1 Rev-2, 3-5**)

SELF-DECLARATION – A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when thirty-party verification or documentation cannot be obtained.

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SPECIFIED WELFARE BENEFIT REDUCTION – A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program.

“Specified welfare benefit reduction” **does not** include a reduction or termination of welfare benefits by the welfare agency:

1. at the expiration of a lifetime or other time limit on the payment of welfare benefits;
2. because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
3. because a family member has not complied with other welfare agency requirements.

SPOUSE - A spouse is the legal husband or wife of the head of the household.

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.

NOTE: *Such housing does not include transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence, does not include the housing unit in which the applicant and the applicant’s spouse or other member of the household who engages in such violence live.*

STATE WAGE INFORMATION COLLECTION AGENCY (SWICA) – The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. **(24 CFR 5.214)**

SUBSTANDARD HOUSING – A unit is substandard if it:

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;

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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 of government.

A housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family, or it 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.

An applicant who is a “homeless family” is living in substandard housing. For purposes of the preceding sentence, a “homeless family” includes any individual or family who:

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 programs);
 - (b) An institution that provides a temporary residence for individuals 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 individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Single Room Occupancy (SRO) Housing (as defined in § 882.102 of the CFR) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) – The program that replaced the Assistance to Families with Dependent Children (AFDC) that provided financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

TEMPORARILY ABSENT FAMILY MEMBERS – Any person(s) on the lease that is not living in the household for a period of more than thirty (30) days is considered temporarily absent.

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TENANT (RESIDENT) RENT – The amount payable monthly by the Family as rent to the HA. Where all utilities (gas, water and electricity) are supplied by the HA., Tenant Rent equals Total tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied by the HA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility. **(24 CFR 5.504 (b))**

THIRD-PARTY (VERIFICATION) – Written or oral confirmation of a family’s income, expenses, or household composition provided by a source outside the household.

TOTAL ANNUAL INCOME - Total Annual Income is the anticipated total income from all sources received by the family head and/ or 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, and are not specifically excluded from annual income. **(1937 Housing Act; 24 CFR 5.609)**

Total Annual Family Income *includes*, but is not limited to, the following:

1. The full amount, before any payroll deduction, of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses);
2. Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining Net Income.) An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line

depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation 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). All allowance for depreciation is permitted only as authorized in Paragraph 2 of this Section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has Net Family Assets in excess of \$5,000.00, 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; Page -28-

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment; (*Excluding Lump Sum Supplemental Security Income [SSI] and Lump Sum Social Security Benefits [SS].*)

5. Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay, but see Paragraph U. 3 in this section (page -17-).

6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that are subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: (**See Section VIII. B. for complete listing**)

- (a) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus

- (b) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the families' welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

7. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts, including amounts received from any

persons not residing in the dwelling. If the payments actually received are different than the determined amount, rent can be adjusted in accordance with Section III D of the dwelling lease.

8. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other family member whose dependents are residing in the unit (but see “hazardous duty pay”).
9. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support;

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10. Veterans Administration Compensation (Service Connected Disability or Death Benefits); and

Tenants that receive lump-sum payments that are included as income and fall in the categories listed above, (*Excluding Lump sum Supplemental Security Income [SSI] and Lump Sum social Security Benefits [SS]*), must report the income the Housing Authority office as soon as possible but no later than ten (10) calendar days after receipt of the funds and the applicable portion of the payment that is due as back rent is due fourteen (14) days after the HA notifies the family of the amount due.

Unreported Income: If a resident fails to report income the tenancy will be terminated under the terms of the HA’s lease. If the act is determined by the HA to be intentional, the tenant will be obligated to pay the applicable portion of the rent for any and all unreported income. If the unreported income was unintentional by the resident, the resident will be billed for the amount due the HA and the amount will be payable within fourteen (14) days. If the payment cannot be made in one payment, the resident may request the HA to approve a repayment schedule. Any repayment agreement must be in writing and signed by the Resident and the Executive Director of the Housing Authority of Beaver Dam.

NOTE: 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 re-determination at the end of the shorter period.

TOTAL TENANT PAYMENT (TTP): The TTP for families participating in the Public Housing Program must be at least \$25.00.

1. For the Housing Authority of Beaver Dam, the TTP must be the greater of:
 - (a) 30 percent of family monthly adjusted income;
 - (b) 10 percent of family monthly income;
 - (c) \$50.00, which is the minimum rent set by the Housing Authority of Beaver Dam; or

2. Flat Rent. The resident may elect the flat rent in lieu of the rent calculated in paragraph “1,” above.

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Effective January 10, 2000, the following flat rents were established:

<i>UNIT SIZE</i>	<i>-0-</i>	<i>-1-</i>	<i>-2-</i>	<i>-3-</i>
<i>FAIR MARKET RENT</i>	\$249.00	\$290.00	\$359.00	\$464.00
<i>LESS UTILITY ALLOWANCE</i>	28.00	31.00	36.00	69.00
<i>FLAT RENT</i>	\$221.00	\$259.00	\$323.00	\$395.00

It is possible for Public Housing residents to qualify for a utility reimbursement despite the requirement of a minimum rent. For example, if a Public Housing family’s TTP is the minimum rent of \$50 and HA’s utility allowance for the size and type unit the family has selected is \$69, the family would receive a utility reimbursement of \$19 (\$69 less \$50) for resident purchased utilities.

UTILITIES – Utilities may include water, electricity, gas, garbage, and sewage services.

UTILITY ALLOWANCE – If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Resident rent, but is the responsibility of the family occupying the unit, then the utility allowance is an amount equal to the estimate made or approved by the HA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirement of a safe, sanitary and healthful living environment. **(24 CFR 5.603)**

If the family pays directly for one or more utilities or services, the amount of the allowances is deducted from the gross rent in determining the contract rent and is included in the gross rent in determining the contract rent and is included in the gross family contribution.

UTILITY REIMBURSEMENT PAYMENT – Utility Reimbursement Payment is the amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

VERY LOW-INCOME FAMILY – A lower Income Family means a family whose annual income does not exceed fifty (50%) percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than fifty (50%) of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

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WAGE EARNER – A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms “Wage Earner” and “Worker” are used interchangeably.

WELFARE ASSISTANCE - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments. **(24 CFR 5.603 (d))**

ACRONYMS

ACC	Annual Contributions Contract
BR	Bedroom
CFR	Code of Federal Regulations, commonly referred to as “the regulations”
CR	Contract Rent
FMR	Fair Market Rent
FSS	Family Self-Sufficiency

FY	Fiscal Year
FYE	Fiscal Year End
GAO	Governmental Accounting Office
HCDA	Housing and Community Development Amendments of 1981
HMO	Housing Management Officer (in a HUD field office)
HQS	Housing Quality Standards
HUD	Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
IG	Inspector General
IPA	Independent Public Accountant
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWRA	Quality Housing and Work Responsibility Act of 1998
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RFP	Request for Proposals
RIGI	Regional Inspector General for Investigation
SRO	Single Room Occupancy
SSA	Social Security Administration
TR	Total Rent
TTP	Total Tenant Payment

UA Utility Allowance

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SECTION VII. ADMISSION AND SELCTION

The application for Admission constitutes the basic records of each family applying for admission to the Housing Authority of Beaver Dam. The information submitted by each applicant shall be verified to assure that the data upon which determinations are made as to eligibility and suitability for admission are **true and complete**. The Authority shall indicate on

each application whether the applicant meets all of the requirements governing admission or that the applicant does not meet the requirements and is ineligible for admission.

A. ELIGIBILITY

There are five eligibility requirements for admission to public housing:

- (1) qualifies as a family; *see definition of family, page 15*
- (2) has an income within the income limits; *see Appendix A*
- (3) meets citizenship/eligible immigrant criteria; *see Appendix B*
- (4) provides documentation of Social Security numbers;

all family members, age six (6) and older, must provide a Social Security Number or certify that they do not have one

- (5) signs consent authorization documents
each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms. The consent form MUST contain, at a minimum, the following:

- (a) *a provision authorizing HUD or the Housing Authority of Beaver Dam to obtain any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and*
- (b) *a provision authorizing HUD or the Housing Authority of Beaver Dam to verify with previous or current employers, income information pertinent to the family's eligibility for or level of assistance*
- (c) *a provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and*
- (d) *a statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.*

In addition to the above criteria, families MUST also meet the screening (suitability) criteria of the Housing Authority in order to be admitted to public housing.

B. APPLICATION PROCESS

All admissions shall be made on the basis of a written application in such form as the Authority shall present. The Application for Admission shall constitute the basic record of each family applying for admission. All supplemental materials pertaining to eligibility shall also be considered a part of the application record and carefully recorded. This includes verification of income and family composition and such other data as may be required.

1. APPLYING FOR ADMISSION

The Housing Authority of Beaver Dam will not, on account of race, color, religion, sex, national origin, age, disability, or familial status, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs in any of its developments.

The Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families which could be reasonably expected to be housed within the next twelve (12) months. In such cases, the Authority may ask applicants to complete abbreviated applications which contain sufficient information to determine unit size, unit type, and local preferences.

All applications must be made in person by a responsible adult member of the applicant family, who will reside in the household. He/she shall sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Authority reserves the right to require the signature of any and all adult members of the applicant household.

The Housing Authority of Beaver Dam will take applications at their office located at 3030 James Court, Beaver Dam, Kentucky. Applications are taken between the hours of 9:00 a.m. to 12 noon and 1 p.m. to 3:00 p.m. on Monday, Wednesday, and Friday. The Authority staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons. All attempts will be made to conduct interviews in private.

In addition to income, family composition and information unique to each applicant, each application shall indicate the date and time of application and the Authority's determination of eligibility or ineligibility. When the family is eligible, the application shall also record the correct unit size and the unit assigned; the date, unit location and reason for rejection for any offers refused by the applicant.

Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented.

The Authority shall maintain such records as are necessary to document the disposition of all applications and to meet the Department of Housing and Urban Development audit requirements.

If the Authority determines **the applicant is ineligible**, the Authority shall promptly notify the applicant. The applicant will be granted ten (10) calendar days from the date stated on the ineligible letter to request an informal meeting. The applicant may bring any person he/she wishes to represent them at the informal meeting. The request for an informal meeting may be submitted in writing and/or the request may be verbal. However, the request must be received by the Authority within the time frame established by the Housing Authority for the meeting. **(See Section VII. N. Informal Review)**

If a determination has been made that the **applicant is eligible** and satisfies all requirements for admission, the applicant shall be notified of the approximate date of occupancy insofar as that date can be reasonably determined.

2. CLOSING/OPENING OF APPLICATIONS

(a) Closing of Application Taking – If the Housing Authority of Beaver Dam is taking applications, the Authority **may** suspend the taking of applications if the waiting list is such that additional applicants would not be able to occupy a public housing unit within the next twelve (12) month period. Application taking may be suspended by bedroom size, if applicable. The Authority will make known to the public through publication in a newspaper of general circulation and other suitable means the fact that applications for public housing units are being suspended. To reach persons who cannot read the newspapers, the Authority will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made. All notices will be in compliance with Fair Housing requirements.

(b) Opening of Application Taking – When the Housing Authority of Beaver Dam decides to start taking applications, the waiting list may be opened by bedroom size, if applicable. The Authority will make known to the public through publication in a newspaper of general circulation and other suitable means the fact that applications are being accepted. The public notice will state any limitations to who may apply. All notices will be in compliance with Fair Housing requirements.

3. MISSED APPOINTMENTS

An applicant who fails to keep an appointment, without notifying the Housing Authority of Beaver Dam and without rescheduling the appointment, shall be sent a notice of termination of the process for failure to supply such certification, release of information or documentation as the Authority or HUD determines to be necessary, in the following situations:

- ✓ Complete Application
- ✓ Bringing in Verification Information
- ✓ Move in Appointments

Process when appointments are missed – If the family does not appear or call to reschedule the appointment, the Authority will notify that applicant, **in writing**, that their application is being terminated. A copy of the letter will be attached to the application. The Housing Authority will allow the family to reschedule for good cause and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Authority will work closely with the family to find a more suitable time.

Letters mailed to applicants by the HA – If an applicant claims they did not receive a letter mailed by the Housing Authority of Beaver Dam, that requested the applicant to provide information or to attend an interview, the Authority will determine whether the letter was returned to the Housing Authority. If the letter was **not** returned to the Housing Authority, it will be assumed the applicant received the letter. If the letter was returned and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter sent. **APPLICANTS MUST NOTIFY THE HOUSING AUTHORITY, IN WRITING, IF THEIR ADDRESS CHANGES DURING THE APPLICATION PROCESS.**

4. NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of Beaver Dam, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of Beaver Dam system of removing applicant names from the waiting list will not violate the rights of persons with

disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Authority will verify that there is, in fact, a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

C. SUITABILITY (SCREENING CRITERIA)

Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority of Beaver Dam will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the Housing Authority environment, other residents, Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

1. The Housing Authority of Beaver Dam will consider objective and reasonable aspects of the family's background. Those applicants meeting the screening criteria are those who:
 - (a) Have a past performance of satisfactorily meeting financial obligations, especially rent; and
 - (b) Have no record of disturbance of neighbors, destruction of property, living or housekeeping habits that adversely affect the health, safety, or welfare of other residents; and
 - (c) Have no history of criminal activity involving crimes of physical violence to persons or property or other criminal acts that adversely affect the health, safety, or welfare of themselves or other residents. This includes, **but is not limited to**, the possession, sale, or use of illegal substances within the last three (3) years; and
 - (d) Have no record of having committed fraud in connection with an Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

- (e) Are not subject to a lifetime registration requirement under a state sex offender registration program; and

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- (f) Have no history of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

- (g) Have not been convicted of manufacturing or producing methamphetamine (commonly referred to as “speed”) on the premises of a public housing project.

2. If an applicant has been **evicted** from housing assisted under the U. S. Housing Act because of drug-related criminal activity (drug use or drug distribution) by any member of the applicant family, the applicant may not be given any tenant selection preference for three years from the date of that eviction.

The Authority may waive this restriction for a particular applicant if the Authority determines that the **evicted** person:

- (a) has successfully completed a rehabilitation program approved by the Authority;
- (b) clearly did not participate in or know about the drug-related criminal activity; or
- (c) no longer participates in any drug-related criminal activity.

3. In the event of receipt of unfavorable information regarding conduct of the applicant, the Authority may give consideration to the time, nature, and extent of applicant’s conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects in determining eligibility of the applicant. Factors to be considered in such case will include the following:

- (a) Evidence of rehabilitation;
- (b) Evidence of applicant family’s participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs; or
- (c) Evidence of the applicant’s willingness to attempt to increase family income and the availability of training or employment programs in the locality.

4. When a disabled individual is making application and the individual’s eligibility for admission, level of benefits, or qualification for preferences or priorities does not depend upon his or her being a disabled person, the Housing Authority **may not** inquire about the existence, severity of any

physical or mental impairment, nor require proof that the applicant is “capable of independent living”. However to the extent necessary to determine eligibility and rent, the Authority may require applicants to provide information about the nature and extent of their disability or related conditions.

D. GROUNDS FOR DENIAL

The Housing Authority of Beaver Dam is not required or obligated to assist families who:

1. Do not meet any one or more of eligibility criteria;
2. Owes rent, other amounts, or judgements to any housing authority or any other federally subsidized housing program, the applicant will be declared ineligible. At the discretion of the Housing Authority of Beaver Dam, the applicant may be declared eligible upon payment of debt with the date and time of application being the time of payment and meeting other criteria. Re-paying funds that are due does not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process. Any money owed to a housing authority which has been discharged by bankruptcy, **shall not** be considered in making this determination;
3. Has previously been evicted from public housing;
4. Committed acts which would constitute fraud in connection with any federally assisted housing program;
5. Did not supply information or documentation required, within the time frame specified by the application process;
6. Have a history of not meeting financial obligations, especially rent;
7. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other residents;
8. Convicted of drug-related criminal activity or violent criminal activity;

9. **DENIED FOR LIFE:** The Housing Authority of Beaver Dam shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program;

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10. Have a history of criminal activity involving crimes of physical violence to persons or property and other criminal activity, including drug-related, which may adversely affect the health, safety or welfare of other residents.
11. Have a record of disturbance of neighbors, destruction of property, or living or housekeeping habits which may adversely affect the health, safety or welfare of the other residents.
12. During the application (interview) process, the applicant demonstrates hostile behavior that indicates that the prospective applicant may be a threat to our public housing residents; or has engaged in or threatened abusive or violent behavior towards any Housing Authority staff member or residents previously.
13. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
14. Intentionally misrepresents their income, family composition or any other information affecting eligibility; *in the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation;*
15. Were evicted from assisted housing within three (3) years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
16. Were evicted from assisted housing within five (5) years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
17. **DENIED FOR LIFE:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;

NOTE: *The above list is not intended to be all inclusive. Applicants may be denied admission if the Housing Authority of Beaver Dam has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other residents 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 if the applicant were admitted to housing.

If an applicant is denied admission, the Housing Authority of Beaver Dam will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an informal meeting on such determination. The denial letter will allow

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the applicant ten (10) calendar days to request an informal meeting (verbal and/or in writing) with the Housing Authority. A housing authority representative will hear the appeal and issue a decision within ten (10) calendar days of the meeting. **The Authority Grievance Procedure applies to Tenants only and does not apply to applicants.**

As a general rule applicants may be denied admission at the Housing Authority of Beaver Dam for the following time frames, which shall begin on the date of application, unless otherwise provided for herein below:

18. Denied admission for one (1) year for the following:

- ① Past rental record
- ② Bad rent paying habits
- ③ Bad housekeeping habits, in and outside the unit
- ④ Damages
- ⑤ Disturbances
- ⑥ Live-ins
- ⑦ Demonstrates hostile behavior during the interview process that indicates that the applicant may be a threat to our residents/staff

19. Denied admission for three (3) years for the following:

- ① Persons **evicted** from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity are ineligible for admission to public housing for a three (3) year period beginning on the date of such eviction.
- ② The Housing Authority can waive this requirement if; the person demonstrates to the Housing Authority's satisfaction successful completion of a rehabilitation program approved by the Housing Authority, or the circumstances leading to eviction no longer exist.

20. Denied admission for five (5) years for the following:

- ① Fraud (giving false information on the application is considered fraud).
- ② An arrest or conviction record that indicates that the applicant may be a threat

and/or negative influence on other residents. The five years shall begin on the date of the last reported act, completion of sentence and/or probation period.

- ③ Drug use without evidence of rehabilitation.

21. Denied admission for ten (10) years for the following:

- ① Conviction for Drug Trafficking.

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22. Denied admission for Life, for the following:

- ① to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- ② to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as “speed”) on the premises of a public housing project. Premises is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

NOTE: *As noted above these time frames are only guidelines and the Housing Authority of Beaver Dam may deny admission to any individual whose behavior may adversely affect the health, safety or welfare of other residents or may admit persons who exhibit evidence of rehabilitation.*

E. VERIFICATION PROCESS

In conjunction with the application process, the Housing Authority of Beaver Dam shall require whatever documentation is needed to verify information the applicant has provided. The applicant (and other family members as the Authority designates) may be required to execute release and consent forms authorizing any person, firm, or association, including and Federal, State, or local agency, to furnish or release to the Authority such information as the Authority determines to be necessary. Verification of eligibility, suitability, and Federally mandated preferences, along with any other information, is to be accomplished by thorough evaluation from information submitted by the applicant or received from third parties. (*See Section VIII-Occupancy subparagraph E. Verification, of this policy, for additional information.*)

Any request by the Authority to the applicant or third party, for verifying documentation, must state in definite and clear terms the character, source, and content of documentation sought.

1. Families are required to provide a Social Security Number (SSN) for each family member, age six (6) and older prior to admission. Each member of the family, as defined above, must either:
 - (a) submit Social Security documentation, or;
 - (b) sign a statement certifying that he/she has not been assigned a SSN. If the individual is under 18 years of age, the certification must be executed by his/her parent or guardian.

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- (c) If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled income reexamination. Verification will be done through the provision of a valid Social Security card issued by the SSA. The Housing Authority of Beaver Dam will accept copies of the Social Security card only when it is necessary for the Authority to verify by mail the continuing eligibility of participant families. Applicants may not become participants until the documentation is provided. The applicant will retain his/her position on the waiting list during this period.
2. The Authority may include, but may not be limited to, the following types of verification:
 - A credit check of the head, spouse and co-head;
 - A rental history check of all adult family members;
 - A criminal background check on all adult household live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority of Beaver Dam may contact law enforcement agencies where the individual has lived or request a check through the FBI's National Crime Information center (NCIC);
 - A check of the State's life-time sex offender registration program for each adult household member, including live-in aides;
 - Employment forms, pay stubs;

- Public assistance verification forms;
- Assets verifications (savings, stocks, bonds, etc.);
- Birth Certificates;
- Self-Employed (tax forms);
- Documentation of exceptional medical and/or other expenses (elderly family status);
- Zero Income Form (for those who claim no income);
- Divorce papers, custody documents, etc.

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Other sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. 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 the information, including the name and title of the individual contacted, and a resume' of the information received.

Once all the information is verified, the Authority shall calculate the monthly rent. The final estimate of Gross Family Income will be made by the Authority on the basis of verified information regarding income. Once the Housing Authority has determined that an applicant is eligible, then the process of housing the family begins. Families are given the option of paying the calculated rent or the flat rent. The family shall elect, in writing, their choice.

As soon as a determination can be made, applicants will be informed, in writing, by the Authority that they have been declared eligible or ineligible. Applicants that are determined ineligible will be informed, in writing, of their right to an informal meeting if they believe that such determination is unjust.

There is no minimum income requirement, but the staff shall use good interviewing skills to determine whether there is income that is not being reported.

Families may not be required to apply for public assistance, but it may be suggested to them. If the family reports zero income, the Authority will have the family complete a zero income form.

Applicant files will contain documentation of all verifications.

F. PURGING THE WAITING LIST

The Housing Authority of Beaver Dam will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Authority has current information, i.e. applicant's address, family composition, income category and preferences.

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G. MISREPRESENTATION BY THE APPLICANT

If an applicant is found to have made willful misrepresentations at any time which resulted in the applicant being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible and their name/s removed from the waiting list. A letter will be sent to applicant notifying them of such action taken.

H. REMOVAL OF APPLICANTS FROM WAITING LIST

The Housing Authority of Beaver Dam **will not** remove an applicant's name from the waiting list **unless**:

- ✓ The applicant requests in writing that the name be removed;
- ✓ The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- ✓ The applicant does not meet either the eligibility or suitability criteria for the program.

NOTE – *If an applicant rejects an offer of assistance, the date and time of their application will be changed to the date and time that they refused the offer and the name will be placed at the bottom of the list. This will be explained verbally and followed-up in writing to the applicant. The Housing Authority of Beaver Dam will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list, and the next offer of assistance will be made when their name reaches the top of the waiting list. After a third offer is refused, the applicant's name shall be*

removed from the waiting list. The Authority will notify (verbally and in writing) the applicant that their name has been removed from the waiting list. It will be necessary for them to reapply for assistance.

I. SELECTION/PREFERENCES

The Fair Housing Act makes it illegal to discriminate on the basis of race, color, religion, sex, disability, familial status and national origin. The Housing Authority of Beaver Dam shall not deny to any family the opportunity of applying for admission nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to its need in any low-rent project operated by this Authority.

1. PROCESS - Residents shall be selected from among eligible applicant families whose family composition is appropriate to available dwelling units. The Authority will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and

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financially sound low-income housing project, which provides a decent home and a suitable living environment and fosters economic and social diversity in the resident body as a whole. Selection will be made in such manner as:

- (a) For every fiscal year, the Authority shall reserve forty (40%) percent of its new admissions for families whose incomes is at or below thirty (30%) percent of the area median income. To insure this requirement is met, we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families. In reaching these admissions goals, the Authority is required to avoid concentrating very low income families in projects.
- (b) To maintain a resident body in each project composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in the Housing Authority's area of operation as defined by state law.

2. ORDER OF SELECTION – The Housing Authority of Beaver Dam will select families based on the following preferences within each bedroom size category. On July 1,

1999 the Authority adopted local preferences to determine the place of an applicant on the waiting list. The applicant with the highest weight will go ahead of the person with the lower weight. Those who do not qualify for a local preference will have a weight of zero (0). Among these weights, the applicant will be placed according to date and time of application.

(a) The following local preferences will carry a weight of three (3) points for each that apply:

- (1) Working Family – a family whose head, spouse or other adult member is currently employed and has been so for at least thirty (30) days, and is working at least 25 hours per week.
- (2) A family whose head, spouse, or sole member is age 62, OR is receiving Social Security Disability OR Supplemental Security Income disability benefits, OR any other payments based on the individuals inability to work.
- (3) Victim of Domestic Violence – The head of household, spouse or other member of household resides in a unit with a person who engages in violent behavior.

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- (4) Emergency Disaster – Within the last thirty (30) days, family has been unable to reside in home due to loss of home by fire, flood, tornado, earthquake or mine subsidence.

(b) The following local preferences will carry a weight of two (2) points for each that apply:

- (1) Displacement by Hate Crime – a hate crime means actual or threatened physical violence or intimidation against a person or the person’s property and that is based on the person’s race, color, religion, sex, natural origin, handicap or familial status.
- (2) Substandard Housing – A family whose current residence has one or more of the following defects:
 - Dwelling structure is unsafe
 - No usable flush toile, bathtub or shower inside unit
 - No indoor plumbing
 - No electricity or has unsafe electrical service

- No safe or adequate source of heat
- Should, but does not have kitchen
- Homeless

- (3) Involuntarily displaced from home, within last six months, as a result of:
- Displacement by government action
 - Sale by owner of housing unit in which family resides and family must move
 - Displacement to avoid reprisals
 - Displacement due to inaccessibility of unit

- (4) 50% of Income – A family is paying more than 50% of income for rent—includes the actual monthly amount due under a lease agreement between a family and current landlord plus utilities not included in rent (purchased by the family). Utilities include gas, electric, water and sewer. This rent must be paid and verified for a consecutive period of ninety (90) days.

(c) The following local preference will carry a weight of one (1) point for each that apply:

- (1) A family who is currently a resident of Ohio County.

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- (2) More than one family occupying a single residence. A family who currently resides in another persons’ household and has been there at least thirty (30) consecutive days.

(d) Provided, however, the provisions of the Deconcentration Policy, contained within this policy, shall supercede the selection of applicants based on date and time and local preference points, if applicable, and allow the Authority to skip families on the waiting list to accomplish this goal.

Verification of preference, if applicable. Before selection is made, verification of their preferences must be documented.

J. UNIT ASSIGNMENT

The following guidelines will determine each family's unit size without over-crowding or over-housing.

<i>NUMBER OF BEDROOMS</i>	<i>NUMBER OF PERSONS</i>	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6

ACCESSIBLE UNITS: Accessible units will be offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as noted under Section I. Selection/Preferences of this policy. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, **MUST**, sign a release form stating they will accept a transfer (***at their own expense***) if, at a future time, a family requiring an accessible unit becomes eligible for admission to housing. **Any family required to transfer will be given at least a two weeks notice.**

The above standards are based on the assumption that each bedroom unit will accommodate no more than two (2) persons. **Zero bedroom units will only be assigned to one-person families.** Two adults will share a bedroom unless related by blood.

1. In addition, the following considerations may be taken in determining bedroom size:
 - (a) The Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

- (b) Children of the same sex will not share a bedroom, unless requested by the family and provided they are under the age of six (6).
- (c) Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, will have separate bedrooms, *except as noted above*.
- (d) Husband and wife will share a bedroom. Exceptions can be made by the Executive Director due to medical emergencies and must be documented as such.
- (e) Children of the same sex may share a bedroom.
- (f) Children, with the possible exception of infants, would not be required to share a bedroom with persons of different generations, including their parents.
- (g) Persons with verifiable medical needs or other extenuating circumstances may be provided a larger unit.
- (h) Non-elderly singles **may not** be assigned to a two bedroom or larger unit.
- (i) Foster adults and/or foster/children **will not** be required to share a bedroom with family members.
- (j) Live-in aides **will not** be allowed a separate bedroom.

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2. In the case of chronic illness, or other physical infirmity, a deviation from occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.
3. The above guidelines may be waived, **only when necessary**, to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies.
4. Families may be assigned improper sized units **WITH THE WRITTEN UNDERSTANDING** that they must transfer to the appropriate size unit when instructed to do so by the Housing Authority.

5. In assigning units, families will be allowed to occupy units of sufficient size so that persons of opposite sex (other than spouses), persons of different generations, and unrelated adults may have separate bedrooms. Where families are allowed to occupy units of sufficient size to enable persons in these categories to have separate bedrooms, families may be allowed to choose whether to opt for the larger or smaller units **at the time of application**. Families may be placed on the waiting list for both the larger and smaller units.
 - *For example, a household of three persons should NOT be permitted to live in a unit with less than two bedrooms, but SHOULD be permitted to live in a unit with less than two bedrooms, IF THE FAMILY SO DESIRES.*
6. Unit assignments will not be made which result in or perpetuate patterns of occupancy which would be inconsistent with Title VI of the Civil Rights Act of 1964 or the Fair Housing Act.

K. RESIDENT ASSIGNMENT

Once the Housing Authority of Beaver Dam determines that an applicant is eligible and the applicant's name reaches the top of the waiting list, (*i.e. the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or income targeting goal*) the Authority shall offer an apartment to the applicant. The Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail by utilizing the latest address noted on their application. The family will be given five (5) business days from the date the letter was mailed to contact the office of the Housing Authority regarding the offer.

The applicant shall be given an opportunity to view the apartment. After the opportunity to view the apartment, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the resident file. If the family rejects the offer of the unit, the Authority will send the family a letter documenting the offer and the rejection.

Upon acceptance of the offer, the applicant will be given a date and time, one that is convenient for both the Authority and the applicant, for the purpose of signing the lease and completing all occupancy forms. At this meeting, all adult members of the applicant family **are required** to attend.

L. SERVICES FOR NON-ENGLISH SPEAKING

The Housing Authority of Beaver Dam will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families.

M. DECONCENTRATION

It is the Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, the Authority will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, the Authority will analyze the income levels of families residing in each of our developments, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

See Deconcentration Policy for complete details.

N. INFORMAL REVIEW

If the Housing Authority of Beaver Dam determines that an applicant does not meet the criteria for admission, the Authority will promptly provide the applicant with written notice of the determination. The denial notice will contain a brief statement of the reason(s) for the

denial and state that the applicant may request an informal review of the decision (verbal and/or in writing) within ten (10) days of the denial. The Authority will describe how to obtain the informal review. **The Authority Grievance Procedure applies to Residents/Tenants only and does not apply to applicants.**

The informal review may be conducted by any person designated by the Housing Authority of Beaver Dam, other than a person who made or approved the decision under review or subordinate of this person. The applicant **must** be given the opportunity to present written or oral objections to the Authority's decision. The applicant may bring anyone he/she wishes to represent at the informal hearing. A decision must be issued within ten (10) calendar days of the meeting. The Housing Authority **must** notify the applicant of the final decision within fourteen (14) calendar days after the informal review, including a brief statement of the reasons for the final decision.

The *participant family* may request that the Housing Authority of Beaver Dam provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within thirty (30) days of receipt of the Notice of Denial or Termination of Assistance, or within thirty (30) days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

SECTION VIII. OCCUPANCY

A. ACCEPTANCE OF UNIT

Prior to admission, the participant tenant family (**all members, age 18 years of age or older**) will be required to sign a lease, effective the date of execution. One executed copy is to be furnished the Tenant and the original executed copy is to be retained in the Tenant file established for the family by the Housing Authority. Prior to executing the lease, the Housing Authority and the participant family will complete a Move-In Inspection. As part of the lease execution, the Tenant will be provided copies of the Standard Maintenance Charges, Utility Allowances, Grievance Procedure Policy, Pet Policy, Smoke Detector Addenda, Certification to Flat Rent/Income Based Rent, Protect Your Family From Lead in Your Home and any other policies or information deemed necessary by the Housing Authority. The signing of the lease and the review of financial information are to be privately handled.

The participant family will pay a security deposit in the amount of \$100 at the time of the lease signing. In the case of a transfer within the Housing Authority, the security deposit for the first unit will be transferred to the second unit. In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

When a Tenant family transfers to another dwelling, the existing Lease shall be cancelled and a new Dwelling Lease executed for the present unit.

The lease shall be kept current at all times. Changes to the lease because of regulations, rules, or direction by HUD shall be accomplished by addenda, signed by the tenant and an Authority representative.

B. INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

Total Annual Family Income is the anticipated total income for 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 certain types of income specified in this policy.

To determine annual income, the Housing Authority of Beaver Dam adds the income of all family members, excluding the types and sources of income that are specifically excluded.

Once the annual income is determined, the Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

1. INCOME

Annual income means all amounts, monetary or not, that:

- (a) Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- (b) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (c) Are not specifically excluded from annual income.

If it is not feasible to anticipate a level of income over a 12-month period (e.g. seasonal or cyclic income), or the Authority believes that past income is the best available indicator of expected future income, the Housing Authority may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

Annual income includes, but is not limited to:

- (d) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- (e) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- (f) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any

withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes 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.

- (g) The full amount of periodic amounts 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 amount or prospective monthly amounts for the delayed start of a periodic amount.

(However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)

- (h) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)

- (i) Welfare Assistance---

- (1) If the welfare assistance payment includes an amount specifically designated from shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:

- a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
- b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the families' welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

- (2) Imputed Welfare Income

- a. A families annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the Housing Authority of Beaver Dam by the welfare agency) plus the total amount of other annual income.

- b. At the request of the Housing Authority of Beaver Dam, the welfare agency will inform the Authority in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the Housing Authority of Beaver Dam of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Housing Authority will use this information to determine the amount of imputed welfare income for a family.
- c. A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the Housing Authority of Beaver Dam by the welfare agency).
- d. The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
- e. The Housing Authority of Beaver Dam will not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.
- f. If a resident is not satisfied that the Housing Authority of Beaver Dam has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the authority denies the family's request to modify such amount, the Housing Authority shall give the resident written notice of such denial, with a brief explanation of the basis for the authority's determination of the amount of imputed welfare income. The Housing Authority's notice shall also state that if the resident does not agree with the determination, the resident may grieve the decision in accordance with the Authority's Grievance Procedure Policy. The resident is not required to pay an escrow deposit for the portion of the resident's rent attributable to the imputed welfare income in order to obtain a grievance hearing.
- g. Relations with welfare agencies

- 1). The Housing Authority of Beaver Dam will ask welfare agencies to inform it of any specified welfare benefits reduction for a

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family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the Authority written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.

- 2). The Housing Authority of Beaver Dam is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Housing Authority of Beaver Dam is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.

- 3). Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. The Housing Authority of Beaver Dam shall rely on the welfare agency notice to the Housing Authority of the welfare agency's determination of a specified welfare benefits reduction.

- (j) Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.

1. All regular pay, special pay, and allowances of a member of the Armed

Forces. (Special pay to a member exposed to hostile fire is excluded.)

2. ANNUAL INCOME EXCLUSIONS

Annual income *does not* include the following:

- (a) Income from employment of children (including foster children) under the age of 18 years;
- (b) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- (c) 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;
- (d) Amounts received by the family that are specifically for or in reimbursement of, the cost of medical expenses for any family member;
- (e) Income of a live-in aide;
- (f) The full amount of student financial assistance paid directly to the student or to the educational institution;
- (g) The special pay to a family member serving in the Armed Forces who is exposes to hostile fire;

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The amounts received from the following programs;

- (1) Amounts received under training programs funded by HUD;
- (2) Amounts received by a person with a disability 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);
- (3) Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
- (4) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives

coordination, and serving as a member of the Housing Authority of Beaver Dam governing board. No resident may receive more than one such stipend during the same period of time;

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- (5) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family members participates in the employment training program.
 - (6) Temporary, nonrecurring or sporadic income (including gifts);
 - (7) 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;
 - (8) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
 - (9) Adoption assistance payments in excess of 4480 per adopted child;
 - (10) For family members who enrolled in certain training programs prior to 10/01/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family support Act of 1988, section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. comparable Federal, State or local law means a program providing employment training and supportive services that:
2. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.

- b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

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- c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

- 11. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion 310. Additionally, this exclusion is only available to the following families:

- a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
- b. Families whose income increases during the participation of a family member in any economic self-sufficiency or other job training program.
- c. Families who are or were, within six (6) months, assisted under a State TANF or Welfare-to-Work program.

During the second cumulative 12-month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 1005 exclusion and 12 months of the 50% exclusion.

- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:

a. The value of the allotment of food stamps

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b. Payments to volunteers under the Domestic Volunteer services Act of 1973

c. Payments received under the Alaska Native claims Settlement Act

d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes

e. Payments made under HHS's Low-income Energy Assistance Program

f. Payments received under the Job Training Partnership Act

g. Income from the disposition of funds of the Grand River Band of Ottawa Indians

h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims

i. Amount of scholarships awarded under Title IV including Work Study

j. Payments received under the Older Americans Act of 1965

k. Payments from Agent Orange Settlement

l. Payments received under the Maine Indian Claims Act

m. The value of child care under the Child Care and Development Block Grant Act of 1990

n. Earned income tax credit refund payments

o. Payments for living expenses under the AmeriCorps Program

The Housing Authority of Beaver Dam *will not* provide exclusions from income in addition to those already provided for by HUD.

3. DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- (a) \$480 for each dependent;
- (b) \$400 for any elderly family or disabled family;

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- (c) The sum of the following, to the extent the sum exceeds three (3%) percent of annual income;
 - (1) Un-reimbursed medical expenses of any elderly family or disabled family; and
 - (2) Un-reimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus.
- (d) Reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education. This deduction shall not exceed the amount of employment income that is included in annual income.

C. RECEIPT OF HUD LETTER—INCOME

If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to the office of the Housing Authority for income verification within ten (10) days of receipt by the resident.

The Housing Authority of Beaver Dam staff shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication. This shall be done as promptly as possible.

After the reconciliation is complete, the Housing Authority of Beaver Dam shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the Housing Authority shall do one of the following:

4. Immediately collect the back rent due to the agency;
5. Establish a repayment plan for the resident to pay the sum due to the agency;
6. Terminate the lease and evict for failure to report income; or
7. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

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D. COOPERATING WITH WELFARE AGENCIES

The Housing Authority of Beaver Dam will make its best efforts to enter into cooperation agreements with local welfare agencies under which the welfare agencies will agree:

1. To target assistance, benefits and services to families receiving assistance in the public housing program to achieve self-sufficiency; and
2. To provide written verification to the Housing Authority of Beaver Dam concerning welfare benefits for families applying for or receiving assistance at the Housing Authority of Beaver Dam.

E. VERIFICATION

Periodically during occupancy, items related to eligibility and rent determination shall be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full-time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship, documentation such as listed below will be required.) verification of these items will include photocopies of the Social security cards and other

documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third part verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source in person or by telephone. It may also be a report generated by a request from the Housing Authority of Beaver Dam or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When third party verification cannot be obtained, the Authority will accept documentation received from the tenant. Photocopies of the documents provided by the family will be maintained in the tenant file.

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The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority of Beaver Dam will send a request form to the source along with a release form signed by the tenant via first class mail.

1.

VERIFICATION REQUIREMENTS FOR INDIVIDUAL ITEMS

Item to Be Verified	3 rd Party Verification	Hand-Carried Verification
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GENERAL ELIGIBILITY ITEMS

Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc.	Proof of SSI or Social Security disability payments
Full time student status (if over age 18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable	N/A

	of condition	
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls

VALUE OF AND INCOME FROM ASSETS

Savings, checking accounts	Letter from institution	Passbook, most current statements
CD's, bonds, etc.	Letter from institution	Tax return, information brochure from institution, the CD, the bond

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Item to Be Verified	3 rd Party Verification	Hand-Carried Verification
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc.	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth

INCOME

Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e.,	Bank deposits, other similar evidence

	if grandmother pays day care provider, the day care provider could so state)	
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	<p>Letter from program provider indicating</p> <ul style="list-style-type: none"> -whether enrolled or completed -whether training is HUD-funded -whether Federal, State, local govt. or local program -whether it is employment training <p style="text-align: center;">Page -67-</p> <ul style="list-style-type: none"> -whether it has clearly defined goals and objectives -whether program has supportive services -whether payments are for out-of-pocket expenses incurred in order to participate in a program -date of first job after program completion 	N/A

2. CITIZENSHIP OR ELIGIBLE NON-CITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a birth certificate, military ID, or military Dd214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of Beaver Dam will make a copy of the individual's INS documentation and place the copy in the file. The Authority will also verify their status through the INS SAVE system.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

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If the Housing Authority of Beaver Dam determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing.

3. SOCIAL SECURITY NUMBER VERIFICATION

Prior to admission, each family member who has a Social Security number and who is at least two (2) years of age, must provide verification of their social Security number. New family members at least 2 years of age must provide this verification prior to being added to the lease. Children must provide this verification at the first regular reexamination after turning two.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the Housing Authority of Beaver Dam will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

4. TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority of Beaver Dam will verify and update *only* those elements reported to have changed.

5. FREQUENCY OF VERIFICATIONS

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 2 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a child turns two, their verification will be obtained at the next regular reexamination.

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F. DWELLING LEASE

The Housing Authority of Beaver Dam shall utilize a lease that:

- ☛ Does not contain unreasonable terms and conditions;
- ☛ Obligates the Authority to maintain the project in a decent, safe and sanitary way
- ☛ Requires the Authority to give adequate written notice of termination of the lease
- ☛ Requires that the Authority may not terminate the tenancy except for serious or repeated violation of the terms or conditions of the lease or for other good cause.

Each lease shall specify:

- ☛ address of unit to be occupied
- ☛ date of admission
- ☛ size of unit to be occupied
- ☛ names of all family members who will live in unit
- ☛ Total Tenant Payment
- ☛ Security Deposit to be charged

- ☛ Utility Allowances
- ☛ Other charges under the lease
- ☛ Terms of occupancy

The lease shall be kept current at all times. If a resident family transfers to a different unit, the existing lease will be cancelled and a new lease issued for the unit in which the family is to move.

G. DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

1. FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the income method or having their rent set at the flat rent amount.

- (a) Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- (b) Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:

- (1) The family's income has decreased.
- (2) The family's circumstances have changed increasing their expenses for child care, medical care, etc.

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- (3) Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.

- (c) **Families have only one choice per year except for financial hardship cases.** In order for families to make informed choices about their rent options, the Housing Authority of Beaver Dam will provide them with the following information whenever they have to make rent decisions:

- (1) The Housing Authority of Beaver Dam policies on switching types of rent in case of a financial hardship; and
- (2) The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the Authority will provide the amount of income-based rent for the subsequent year only the year the Housing Authority conducts an income reexamination or if the family specifically requests it and submits updated income information.

2. THE INCOME METHOD

The total tenant payment is equal to the highest of:

- (a) 10% of the family's monthly income;
- (b) 30% of the family's adjusted monthly income; or
- (c) If the family is receiving payments for welfare assistance from a public agency, and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage; or
- (d) The minimum rent of \$50.00.

3. MINIMUM RENT

The Housing Authority of Beaver Dam has set the minimum rent at \$50. If the family requests a hardship exemption, however, the Authority will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- (a) **A Hardship exists** in the following circumstances:
 - (1) When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including

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a family that includes a member who is a non citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitle to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;

- (2) When the family would be evicted because it is unable to pay the minimum rent.
 - (3) When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - (4) When a death has occurred in the family.
- (b) **No Hardship..** If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of

minimum rent for the time of suspension. *No hardship is believed to exist where the unit contains cable TV, telephone services, or other rental services.*

- (c) **Temporary Hardship.** If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of ninety (90) days from the beginning of the suspension of the minimum rent. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period suspension. During the suspension period, the Housing Authority of Beaver Dam will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- (d) **Long-Term Hardship.** If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- (e) **Appeals.** The family may use the Grievance Procedure to appeal the Authority's determination regarding the hardship. No escrow deposit will be required in order to access the Grievance Procedure.

4. **FLAT RENT**

The Housing Authority of Beaver Dam has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, amenities, services and neighborhood. The Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated *annually* and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (*for more information on flat rents, see Section XI*).

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The Housing Authority will post the flat rents at the office. Flat Rents are incorporated in this policy upon approval by the Board of Commissioners.

There is no utility allowance for families paying a flat rent.

5. **RENT FOR FAMILIES UNDER THE NONCITIZEN RULE**

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- (a) The family was receiving assistance on June 19, 1995;

- (b) The family was granted continuation of assistance before November 29, 1996;
- (c) The family's head or spouse has eligible immigration status; and
- (d) The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under age 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority will grant each family a period of six(6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Authority will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

- (a) Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Housing Authority. The 95th percentile is called the maximum rent.
- (b) Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- (c) Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy
- (d) Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

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6. PAYING RENT

Rent And other charges are due and payable on the first day of the month. All rents should be paid at the office of the Housing Authority of Beaver Dam, 3030 James Court, Beaver Dam, KY. Reasonable accommodations for this requirement will be made for persons with disabilities.

If rent is not paid by the fifth day of the month, a “Friendly Reminder” is issued to the tenant. Rent shall be considered delinquent after the 10th calendar day of the month. A late fee of \$10 will be charged for rent not paid by 3 p.m. on the 10th calendar day of the month. Should the 10th fall on a Saturday or Sunday or Holiday, then rent must be paid by 3 p.m. on the next scheduled working day of the month or the late fee will be charged.

Rent can be paid by personal check, money order, or cash in the exact amount owing. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$25 for processing costs. (*See Collection Policy for complete details*).

H. UTILITY ALLOWANCE

The Housing Authority of Beaver Dam shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Authority will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc.). Allowances will be evaluated as necessary.

The utility allowance will be subtracted from the family’s income to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Housing Authority of Beaver Dam. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

SECTION IX. CONTINUED OCCUPANCY

A. RECERTIFICATIONS

At least annually, the Housing Authority of Beaver Dam will conduct a reexamination of family income and circumstances. The results of the reexamination determine:

- the rent the family will pay, and
- whether the family is housed in the correct unit size

1. NOTIFICATION

The Housing Authority of Beaver Dam will send a notification letter to the family letting them know that is time for their *annual* reexamination, giving them the option of selecting either the flat rent or income method, and scheduling an appointment if they are currently paying an income rent. If the family thinks they may want to switch from a flat rent to an income rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the income method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact the office to request an accommodation of their needs.

During the appointment, the Authority will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

2. MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview. The letter will also advise that failure by the family to attend the interview will result in the Housing Authority taking eviction actions against the family.

3. FLAT RENTS

The annual letter to **flat rent payers** regarding the reexamination process will state the following:

- (a) Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of having their rent based on the income amount.
- (b) The amount of the flat rent.
- (c) A fact sheet about income rents.
- (d) Families who opt for the flat rent will be required to go through the income reexamination process.
- (e) Families who opt for the flat rent may request to have a reexamination and return to the income-based method at any time for any of the following reasons:
 - (1) The family's income has decreased.
 - (2) The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - (3) Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.
- (f) The Housing Authority will review the amount of the flat rent annually.
- (g) A certification for the family to sign accepting or declining the flat rent. This form will be signed at the time of their annual review.

4. INCOME METHOD

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Housing Authority will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- ☛ 10% of monthly income;
- ☛ 30% of adjusted monthly income;
- ☛ The welfare rent; or
- ☛ The minimum rent

5. EFFECTIVE DATE OF ANNUAL REEXAMINATION

The new rent will be effective October 1st with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on October 1st. Any reduction will be effective the first of the month after the rent amount is determined.

B. OTHER REEXAMINATIONS

Other reexaminations of tenant families will be conducted as noted below.

1. INTERIM

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families *will be required* to report any increase in income or decreases in allowable expenses between annual reexaminations.

Families are required to report the following changes to the Housing Authority of Beaver Dam between regular reexaminations. If the family's rent is being determined under the income method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- (a) A member has been added to the family through birth or adoption or court-awarded custody.
- (b) A household member is leaving or has left the family unit.
- (c) Increase or Decrease in family income.

In order to add a household member other than through birth or adoption, the family **must** request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form and provide verification of their income, assets, and all information required of an applicant. The individual must provide their Social Security number and must verify their citizenship/eligible immigrant status. The new family member will go through the screening process similar to the process for applicants. The Housing Authority will determine the eligibility of the individual before adding them to the lease. ***If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing.*** If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section B. 3 below.

2. SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, the Housing Authority may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

3. EFFECTIVE DATE OF REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, an rent increase will be effective the first of the month after the month in which the family received notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

B. UNIT TRANSFERS

The provisions listed below are to be used as a guide to insure a fair and impartial means of assigning units for transfers. It is not intended to create a property right or any other type of right for a resident to transfer or refuse to transfer.

1. OBJECTIVES

The objectives of a unit transfer include the following:

- (a) To address emergency situations.
- (b) To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- (c) To facilitate a relocation when required for modernization or other management purposes.
- (d) To facilitate relocation of families with inadequate housing accommodations.
- (e) To eliminate vacancy loss and other expenses due to unnecessary transfers.

2. CATEGORIES

Emergency Transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health

condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

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Immediate Administrative Transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Regular Administrative Transfers. These transfers are made to correct occupancy standard where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Housing Authority of Beaver Dam when a transfer is the only or best way of solving a serious problem.

Tenant Request Transfers. A resident may request a transfer at any time. This request must be in writing and submitted to the Executive Director. The request must state the reasons why the tenant is making a request for transfer. In considering the request, the Housing Authority of Beaver Dam may request a meeting with the resident to better understand the need for transfer and to explore possible alternatives. The Authority will review the request in a timely manner.

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

The Housing Authority **will not** approve a request for a transfer unless the family is in good standing with the Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

If the transfer is approved, the family's name will be added to the transfer waiting list.

3. PROCESSING

The family will be allowed five (5) days to complete a transfer. This includes the time needed to move into the new unit and move out of their existing unit. The family will be responsible for paying the amount of rent at the unit they currently resided in before the transfer and the rent for the following month will be based on the amount due at the new unit, unless the transfer is completed on the first day of the month. Then the rent will be based on the rent due for their new unit. All rent due must be paid at the time of the lease execution. A new lease must be executed prior to tenant taking possession of the new unit.

The following is the policy for the rejection of an offer to transfer:

- (a) the Housing Authority does not allow a resident to transfer from a zero unit to a one bedroom unit without good cause;
- (b) if the transfer is being made at the request of the Housing Authority of Beaver Dam and the family rejects an offer without good cause, the Housing Authority will take action to terminate their tenancy.

4. COSTS OF THE FAMILIES MOVE

The cost of the transfer will be borne by the family:

- (a) when the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
- (b) when the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- (c) when the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved. *(The family without disabilities signed a statement to this effect prior to accepting the accessible unit.)*
- (d) when the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Housing Authority of Beaver Dam in the following circumstances:

- (a) when the transfer is needed in order to carry out rehabilitation activities;
- (c) when action or inaction by the Housing Authority of Beaver Dam has caused the unit to be unsafe or uninhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

C. COMMUNITY SERVICE

In order to be eligible for continued occupancy, each adult family member must either::

- contribute eight (8) hours per month of community service (not including political activities), or
- participate in an economic self-sufficiency program, or
- perform eight (8) hours per month of combined activities, as described, unless they are exempt from this requirement.

1. EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- (a) Family members who are 62 or older.
- (b) Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- (c) Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph (b) above.
- (d) Family members engaged in work activity a minimum of 35 hours.
- (e) Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other state welfare program, including the welfare-to-work program.

- (f) Family members receiving assistance, benefits or services under a State program funded under part A title IV of the social Security Act or under any other State welfare program, including the welfare-to-work and who are in compliance with that program.

2. NOTIFICATION OF THE REQUIREMENT

The Housing Authority of Beaver Dam shall identify all adult family members who are apparently not exempt from the community service requirement.

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The Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first **annual reexamination** on or after October 1, 2000.

3. VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of Beaver Dam will coordinate with available agencies, such as social service agencies and local schools in identifying a list of volunteer community service positions.

The Housing Authority of Beaver Dam, together with the Resident Advisory Board, may create volunteer positions.

4. THE PROCESS

On or after October 1, 2000, and each annual reexamination thereafter, the Housing Authority of Beaver Dam will do the following:

- (a) Provide a list of volunteer opportunities to the family members.
- (b) Provide information about obtaining suitable volunteer positions.
- (c) Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

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- (d) During the next reexamination, the Housing Authority of Beaver Dam will advise whether each applicable adult family member is in compliance with the community service requirement.

5. NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE

The Housing Authority of Beaver Dam will notify any family member found to be in non-compliance of the following:

- (a) The family member(s) has been determined to be in noncompliance;
- (b) That, unless the family member(s) enter into an agreement to comply within thirty (30) days, the lease will *not* be renewed or will be terminated.

6. OPPORTUNITY FOR CURE

The Housing Authority of Beaver Dam will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the next thirty (30) day period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Housing Authority of Beaver Dam shall take action to terminate the lease.

7. PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the service requirement, the Housing Authority of Beaver Dam may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by its employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

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D. GRIEVANCE PROCEDURE

Grievance Procedures shall be accomplished in accordance with the Housing Authority of Beaver Dam's approved Grievance Procedure Policy. The grievance Procedures is incorporated into the Admissions and Continued Occupancy Policy by reference and is the guideline to be used for grievances.

SECTION X. INSPECTIONS

An authorized representative of the Housing Authority of Beaver Dam and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, a record of all equipment that will be provided, and the statement will be signed by both parties with a copy retained in the Housing Authority file and a copy given to the family member.

The Housing Authority has a system in place that documents the inspection of all units. If the inspection results in a work order, the repairs are made in accordance to the urgency of need as documented by the inspection sheet as well as the work order. The Authority has a system that tracks each inspection.

At the time the resident vacates the unit, a Housing Authority representative will inspect the premises. A move-out statement will be completed, signed and turned into the office for a work order to be issued for any work items needing attention. The resident may participate in this inspection, if they so desire. A copy of the statement of charges will be maintained in the tenant file. The tenant's security deposit can be used to offset any charges that are due for damages to the unit **only** when vacating the unit has been completed.

A. MOVE-IN INSPECTION

The Housing Authority of Beaver Dam and an adult member of the family will inspect the unit **prior** to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file. The inspection will indicate the condition of the unit inside and outside and will note any equipment provided with the unit. Any deficiencies noted on the inspection report, will be corrected by the Authority, at no charge to Tenant.

B. QUARTERLY/ANNUAL INSPECTIONS

The Housing Authority of Beaver Dam will inspect each public housing unit **at least annually** to ensure that each unit meets the Authority's standards. All units will be inspected quarterly, sometimes monthly, to check needed maintenance, Tenant housekeeping, and other lease compliance matters. Work orders will be submitted and completed to correct any deficiencies. Tenant will receive a written statement of charges, if any, for repairs or removal of non-approved alterations to the unit.

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C. PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization, checks the condition of the smoke detector, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor serving that extends the life of the unit and its equipment.

D. SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Housing Authority of Beaver Dam.

E. HOUSEKEEPING INSPECTIONS

Generally, housekeeping inspections are conducted as part of the annual/quarterly/monthly inspections in order to ensure the family is maintaining the unit in a safe and sanitary condition. If the inspection indicates that the family has

poor housekeeping habits that need to be improved upon, the office will notify the tenant in writing of the deficiencies. A follow-up inspection will be scheduled, if a second inspection is failed, the tenant is given a third opportunity to correct the deficiencies. If the tenant fails the third inspection, the Executive Director may take the necessary steps for eviction. All efforts will be made by the office to help the tenant improve before taking the eviction process.

F. EMERGENCY INSPECTION

If the Housing Authority of Beaver Dam has reason to believe that an emergency exists within the housing unit, the unit ***can be entered without notice.*** The person(s) that enters the unit will prepare a written notice that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

G. NOTICE OF INSPECTIONS

All inspections, ***except Emergency Inspections***, will require at least a two (2) days written notice. These notices are generally hand-delivered to each unit and left at the front door.

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H. MOVE OUT INSPECTIONS

The Housing Authority of Beaver Dam conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. A written statement of the charges will be prepared and will document which charges the tenant is responsible. Tenant and/or representative may join in the inspection, unless the Tenant vacates without notice to the Housing Authority.

This inspection becomes the basis for any claims that may be assessed against the security deposit.

SECTION XI. PET POLICY

Tenants will comply with Section VII. P. in their lease which states, “To insure that no member of their household keeps, maintains, harbors, or boards any dog, cat, livestock, or pet of any nature in dwelling unit or on the grounds of any Authority property except in accordance with the Authority’s pet policy. However, a person with a disability may keep a companion or service animal that is needed as a reasonable accommodation for his or her disability. An animal needed as a reasonable accommodation is not subject to the Authority’s Pet Policy, although it is subject to reasonable health and safety rules.”

See Housing Authority Pet Policy for complete details.

SECTION XII. REPAYMENT AGREEMENTS

When a resident owes the Housing Authority of Beaver Dam back charges and is unable to pay the balance by the due date, the resident may request that the Housing Authority allow them to enter into a Repayment Agreement. The Housing Authority of Beaver Dam has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the *full payment* is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

SECTION XIII. FRAUD

Fraud is defined as:

“Any person who obtains or attempts to obtain or who establishes or attempts to establish eligibility for, and any person who knowingly or intentionally aids or abets such person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for any public housing or a reduction in public housing rental charges or any rent subsidy or payment from a tenant in connection with public housing to which such person would not otherwise be entitled, by means of a false statement, failure to disclose information, impersonation, or other fraudulent scheme or device shall be guilty of a misdemeanor.”

All applicants for Occupancy and Applications for Continued Occupancy will contain a warning that falsification is against the law. This warning will be read and explained to housing applicants and tenants undergoing annual, special and interim re-examinations.

The Housing Authority of Beaver Dam considers the misrepresentation of income and family circumstances to be a serious lease and policy violation as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

- A. An applicant family who has misrepresented income, family circumstances, citizenship, or eligible immigration status may be declared ineligible for housing assistance.
- B. If any examination of the tenant's file discloses that the tenant made any misrepresentation (at the time of admission or any previous re-examination date) which resulted in his/her being classified as eligible when in fact he/she was ineligible, the tenant may be required to vacate the unit even though he/she may be currently eligible.
- C. A tenant family who has made misrepresentation of income, family circumstances, citizenship, or eligible immigration status is subject to both termination and being declared ineligible for future housing assistance.
- D. If it is found that the tenant's misrepresentations resulted in his/her paying a lower Tenant Rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the tenant remains in occupancy, but failure to pay under terms established by the Authority shall always result in immediate termination of the lease. ***The Authority reserves the right to demand full payment within seven (7) days.***

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- E. The Authority shall report apparent cases of tenant or applicant fraud to the appropriate government agency. ***It shall be the policy of the Housing Authority of Beaver Dam to press state and Federal authorities for prosecution of such cases which, in the Authority's judgment, appear to constitute willful and deliberate misrepresentation.***

SECTION XIV. TERMINATIONS

The Tenant may terminate the lease at any time upon submitting a thirty day notice, in writing, to the Housing Authority of Beaver Dam. If the resident vacates the unit prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

After October 1, 2000 the Housing Authority of Beaver Dam ***will not*** renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Housing Authority will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments – 3 times in any 12 month period;
- C. Failure to provide timely and accurate information regarding family composition, income circumstance, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit;
- H. Destruction of property;
- I. Engage in or permit unlawful activities in the unit, in the common areas, or on the property grounds that may be detrimental to or impair the physical or social environment of the Housing Authority;
- J. Act or allow household members or guests to act in a manner that will disturb the rights or comfort of neighbors and prevent maintaining the project in a decent, safe, and sanitary condition;

- K. Permit any member of the household, a guest, or another person under the resident's control to engage in any violent, alcohol, drug and/or criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or authority employees;

- L. Permit any member of the household, a guest, or another person under the resident's control to engage in any violent or drug-related criminal activity on or off the premises, this includes but is not limited to the manufacture of methamphetamine on the premises of the Housing Authority of Beaver Dam;
- M. Non-compliance with Non-citizen Rule requirements;
- N. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year *without* the prior written approval of the Housing Authority;
- O. Violation of the **Zero Tolerance Policy**;
- P. Violation of the **Criminal Trespass Policy**;
- Q. Other good cause.

The Housing Authority of Beaver Dam will take IMMEDIATE action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

The Housing Authority of Beaver Dam will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, the Housing Authority will contact the person named on the lease as the Tenant's custodian. This person will have five (5) days, from the date of abandonment, in which to remove resident's belongings. If the custodian does not remove tenant's belongings within this period, the Housing Authority will declare said unit officially abandoned and will enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating if the property is not claimed within 48 hours, it will be disposed of in some manner. If the Housing Authority does not have a new address for the tenant, the notice will e mailed to the unit address so it can be forwarded by the post office.

Family pictures, keepsakes, and personal papers will be held for thirty days.

Any money raised by the sale of the property goes to cover money owed by the family to the Housing Authority of Beaver Dam such as back rent and the cost of storing and selling the goods. If there is any money left over and the family's forwarding address is known, the Housing Authority of Beaver Dam will mail it to the family. If the family's address is not known, the authority will keep it for the resident for one year. If it is not claimed within that time, it belongs to the Housing Authority of Beaver Dam.

Within thirty days of learning of an abandonment, the Housing Authority of Beaver Dam will either return the security deposit or provide a statement of why the deposit is being kept.

SECTION XV. SECURITY DEPOSIT

The Housing Authority of Beaver Dam requires a deposit of \$100 prior to moving into a unit. The deposit must be paid in full. The security deposit may be used by the Housing Authority at the termination of the lease toward payment of any costs made necessary because of Tenant's occupancy of the premises. The security deposit *may not* be used to pay rent or other charges while the Tenant is in occupancy.

In order to receive a refund of the security deposit, the resident must:

1. Give a thirty (30) day notice in writing, at the office, before vacating the unit;
2. Return the keys to the unit, by leaving keys at the office; and
3. Not leave owing any money for rent and other charges that the security deposit will not cover, this includes charges upon vacating the unit.

Provided the tenant has given the required thirty (30) day notice and returned the keys to the office and after a move-out inspection and repairs have been completed, the Authority will provide the Tenant with a written list of any charges made against the Security Deposit. If the Tenant disagrees with the amounts deducted, the Authority will meet with the Tenant to discuss the charges.

The return of a security deposit shall occur within thirty (30) days after Tenant moves out. The Authority will return the security deposit, if any, to Tenant upon vacating, less any deductions for any costs for repairs beyond normal wear and tear.

SECTION XVI. CLOSING/PURGING TENANT FILES

The Housing Authority of Beaver Dam will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or cases involving a household containing a minor with a reported elevated blood-lead level.

During the term of tenancy and for three years thereafter the Housing Authority of Beaver Dam will keep the resident file. In addition, the Housing Authority must keep for at least three years the following records:

- ❏ Records with racial, ethnic, gender and disability status data for applicants and residents.
- ❏ The application from each ineligible family and the notice that the applicant is ineligible.
- ❏ HUD required reports and other HUD required files.
- ❏ Lead based paint inspection reports as required.
- ❏ Unit inspection reports.
- ❏ Accounts and other records supporting the HA and financial statements.
- ❏ Other records which may be specified by HUD.

The Housing Authority shall retain all data for current residents for audit purposes. No information shall be removed which may effect an accurate audit.

