

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

PHA Plans

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

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

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of McAlester

PHA Number: OK062

PHA Fiscal Year Beginning: 07/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

(select all that apply)

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.**
- The PHA's mission is: (state mission here)**

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: By 2%: Currently 7%**
 - 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) Currently 87.07. Goal=> 90 or better, eventually attaining a high performer rating.**
 - Improve voucher management: (SEMAP score) Yet to be graded**
 - Increase customer satisfaction: Per REAC resident surveys yet to be conducted.**
 - Concentrate on efforts to improve specific management functions:**
 - (list; e.g., public housing finance; voucher unit inspections)**
 - Renovate or modernize public housing units: Currently in modernization.**
 - 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: Deconcentration Analysis did not show great need for this but Admissions Policy was modified anyway to allow for future needs.**
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Deconcentration Analysis did not show great need for this but Admissions Policy was modified anyway to allow for future needs.**
 - Implement public housing security improvements: Plan to have new security screen/storm equipment installed on all units by the end of the**

- CGP five year plan. Continue to provide security personnel.
- 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: Currently 81 families have employment income. Goal=> 100 families with employment income.
 - 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: Provide referral services to elderly persons, people with disabilities, and all other residents to community services and agencies.

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)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

v 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

vi 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.

One initiative of the McAlester Housing Authority PHA Plan is to increase availability of housing. This will be accomplished by improving management practices to reduce public housing vacancies, reduce turnover time, and by modernizing current public housing units.

The MHA has also adopted some new discretionary policies. The MHA has instituted a Deconcentration Policy to ensure that people of like income ranges are not segregated to certain areas. The MHA will allow “skipping” or advancing people to the top of the waiting list to meet Deconcentration and Income Limit Goals. Even though Federal Preferences have been repealed, the MHA has instituted several local preferences for admission. These are; involuntarily displaced people, victims of domestic violence, substandard housing, homelessness, elderly, and income limit preferences. The MHA has also adopted some rent discretionary policies to encourage residents to go to work or continue working. These include the adoption of flat rents, exclusion of earned income of a previously unemployed household member, exclusion of increases of earned income except at annual reexams.

The MHA has also applies for security Drug Elimination funds with this PHA Plan.

vii 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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Annual Plan Type	1
ii. Executive Summary	1
iii. Table of Contents	2
1_ Housing Needs	5
2_ Financial Resources	11
3_ Policies on Eligibility, Selection and Admissions	12
4_ Rent Determination Policies	19
5_ Operations and Management Policies	23
6_ Grievance Procedures	25
7_ Capital Improvement Needs	26
8_ Demolition and Disposition	36
9_ Designation of Housing	37
10_.....Conversions of Public Housing	39
11_.....Homeownership	40
12_.....Community Service Programs	42
13_.....Crime and Safety	44
14_.....Pets (Inactive for January 1 PHAs)	46
15_.....Civil Rights Certifications (included with PHA Plan Certifications)	46
16_.....Audit	46
17_.....Asset Management	46
18_.....Other Information	47
Attachment A	52
Attachment B	57

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:

- Admissions Policy for Deconcentration : Attachment B**
- FY 2000 Capital Fund Program Annual Statement: Included in Component 7**
- 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**

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

Supporting Documents Available for Review

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

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 view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
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
X	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice 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

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" 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
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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)	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
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	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
N/A	Other supporting documents (optional)	(specify as needed)

Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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	638	5	4	5	3	2	3
Income >30% but <=50% of AMI	824	5	4	5	3	2	3
Income >50% but <80% of AMI	726	5	4	5	3	2	3
Elderly	308	5	2	3	5	2	3
Families with Disabilities	N/A	5	4	4	5	2	3
Hispanic	50	5	4	5	3	3	3
Black	326	5	4	5	3	3	3
A. Indian	790	5	4	5	3	3	3
Asian	6	5	4	5	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: ----2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year: ----
- Other housing market study
Indicate year: ----

- Other sources: (list and indicate year of information)**
Joe Schiff: NAHRO and Schiff Group–Date of data unk.

**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
Waiting list total	26		332
Extremely low income <=30% AMI	13	50%	
Very low income (>30% but <=50% AMI)	8	30%	
Low income (>50% but <80% AMI)	5	20%	
Families with children	11	42%	182
Elderly families	5	20%	38
Families with Disabilities	3	11.5%	45
White	21	80%	262
Black	0	0	29
A. Indian	5	20%	41
Asian	0	0	0
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	61.5%	139
2 BR	9	34.5%	108
3 BR	1	4%	64
4 BR	0	0	21
5 BR	0	0	0
5+ BR	0	0	0
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? No Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (Select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	25		159
Extremely low income <=30% AMI	17	68%	
Very low income (>30% but <=50% AMI)	7	28%	
Low income (>50% but < 80% AMI)	1	4%	
Families with children	21	84%	111
Elderly Families	1	4%	4
Families with Disabilities	3	12%	22
White	20	80%	137
Black	2	8%	13
A. Indian	3	12%	9
Asian	0	0%	0
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2	8%	43
2BR	16	64%	67
3BR	6	24%	41
4BR	1	4%	8
5BR	0	0%	0
5+BR	0	0%	0
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? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints**
- Staffing constraints**
- Limited availability of sites for assisted housing**
- Extent to which particular housing needs are met by other organizations in the community**
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- Influence of the housing market on PHA programs**
- Community priorities regarding housing assistance**
- Results of consultation with local or state government**
- Results of consultation with residents and the Resident Advisory Board**
- Results of consultation with advocacy groups**
- Other: (list below)**

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)		
c_ Public Housing Operating Fund	\$501,222	
b_ Public Housing Capital Fund	\$323,522	
b_ HOPE VI Revitalization	N/A	
b_ HOPE VI Demolition	N/A	
b_ Annual Contributions for Section 8 Tenant-Based Assistance	\$209,316	
b_ Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$60,264	
b_ Resident Opportunity and Self-Sufficiency Grants	N/A	
b_ Community Development Block Grant	N/A	
b_ HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	\$230,000	Public Housing Operations
4. Other income (list below)	N/A	
4. Non-federal sources (list below)	N/A	
Total resources	\$1,324,324	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete 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: Upon initial processing 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: Credit and Character References.
History of disturbing neighbors or destruction of property.
Fraud in connection with any housing program.
Alcohol abuse that interferes with health, safety or right of peaceful enjoyment by others.

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 Unless rejection of unit is for good cause or offer was for deconcentration/income targeting purposes.
- 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: To meet deconcentration goals.

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)**
Elderly over Singles

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.

2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- 1 Victims of domestic violence**
- 1 Substandard housing**
- 1 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 the jurisdiction**
- Those enrolled currently in educational, training, or upward mobility programs**
- Households that contribute to meeting income goals (broad range of incomes)**
- 4 Households that contribute to meeting income requirements (targeting)**
 - Those previously enrolled in educational, training, or upward mobility programs**
 - Victims of reprisals or hate crimes**
- 3 Other preference(s) (list below)**
 - Elderly over singles**

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) Resident Handbook**

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

- At an annual reexamination and lease renewal**
 Any time family composition changes
 At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

- a. **Yes** **No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?**
- b. **Yes** **No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?**

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

- Adoption of site-based waiting lists**
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments**
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments**
If selected, list targeted developments below:
- Other (list policies and developments targeted below)**

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

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

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

- Other (list below)

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 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:

If family requests the extension and it is for good cause. Example- Family has found house and needs time to finalize plans or housing market is difficult for that size house.

(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)**
Elderly over Singles

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.

2 Date and Time

Former Federal preferences

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

4 Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

3 Other preference(s) (list below)

Elderly over Singles

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?

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

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;**

2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.

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:

The McAlester Housing Authority will offer Flat rents (as opposed to formula rent of 30% of Adjusted gross income) to residents at the time of lease signing and at reexamination. The following Flat Rents will be used for all of the McAlester Housing Authority Units no matter their location or utilities paid.

Bedroom size	0	1	2	3	4	5
Flat Rent	247	284	354	471	540	621

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:
See Flat Rent in question c. above.
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations :

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

- Never
- At family option

- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)
Every time there is a family composition change.

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

5. 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)

HUD Fair Market Rents established for Section 8 for Pittsburg County, OK.

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)
- Will use Fair Market Rent issued by HUD.

(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)

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;
2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
3. When the income of the family has decreased because of

changed circumstances, including loss of employment;

4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.

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:

The Housing Authority of the City of McAlester (MHA) has a Board of Commissioners at the top of its hierarchy. This Board of Commissioners is appointed by the McAlester City Council and has a resident member. The day to day operations of the MHA are ran by the Executive Director, who is directly accountable to the Board of Commissioners. Under the Executive Director are 5 operations of management that are accountable to the Executive Director all having a relatively equal level of hierarchy and are accountable directly to the Executive Director.

The first management operation is the Public Housing Rentals Manager. This person is responsible for leasing units to tenants and managing tenants. There is also a Case Intake Worker that processes applications and is accountable to the Rentals Manager and Executive Director.

The second management operation is the Section 8 Coordinator. This person is responsible for leasing vouchers/certificates in the Section 8 program.

The third management operation is the Budget Officer. This person is responsible for helping the Executive Director with the accounting in the MHA and handling the Accounts Payable and Accounts Receivable.

The fourth management operation is the Maintenance Department and it is headed by a Maintenance Foreman. He is responsible for making repairs and supervising other maintenance workers in the MHA. The maintenance personnel are accountable to the Maintenance Foreman.

The fifth management operation is the Associate for Policy Development and Research/Grant Coordinator. This person is responsible for researching and developing policy and managing the Drug Elimination Grant. There are two programs under this person's control. The first is the Drug Prevention Coordinator who develops and implements drug prevention programs for the residents of the MHA. The second area is the Security that is responsible for patrolling MHA units.

Both the Drug Prevention Coordinator and the Security personnel are accountable to the Grant Coordinator and the Executive Director.

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	274 units	89 units
Section 8 Vouchers	34	11
Section 8 Certificates	40	13
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	255 Households	89 Households
Other Federal Programs(list individually)		
Section 8 New Construction	100	18

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)

Admissions and Occupancy Policy

Pest Control Policy

Ban Policy

Maintenance Policy

Rent Collection Policy

One Strike Policy

Resident Handbook

Dwelling Lease

(2) Section 8 Management: (list below)

Section 8 Administration Policy

One Strike Policy

6 PHA Grievance Procedures

[24 CFR Part 903.79(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.

G. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

**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: (07/2000)

OK56P062707-99

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	24,400
4	1410 Administration	6,455
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	21,621
8	1440 Site Acquisition	0
9	1450 Site Improvement	0
10	1460 Dwelling Structures	270,266
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	780
20	Amount of Annual Grant (Sum of lines 2-19)	323,522
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities			
OK062-1	Replace original flooring	1460	127,750
OK 062-1	Hot water tank needs enclosure to separate open flame from remainder of storage.	1460	3,160
OK062-1	Bathroom storage and medicine cabinets	1460	6,250
OK062-2	Hot water tank needs enclosure to separate open flame from remainder of storage.	1460	1,106
OK062-3	Replace old, worn cabinets and countertops	1460	94,500
OK062-4	Install new security storm/screen windows to reduce maintenance.	1460	2,500
OK062-5	Install new security storm/screen windows to reduce maintenance	1460	35,000
PHA-Wide	Not Applicable this year	1460	
PHA-Wide Management Improvements	Annually contract with a person as a part-time Resident's Assoc. Advisor	1408	14,400
PHA-Wide Management Improvements	Need additional security at Ridgecrest and some at Settlers, 16 Hr/day	1408	10,000
PHA-Wide	Project Administration Employee time devoted to oversight of CGP Projects	1410	1,455
PHA-Wide Administration Fees and Costs	Consultant services to prepare annual CPM required by CGP program.	1410	5,000
	Anticipated A&E fees for publicly bid construction work	1430	21,621
	Ridgecrest OK 062-1		
	Remote Sites OK 062-2		
	Settlers Drive OK 062-3		
	Remote Sites OK 062-4		
	Remote Sites OK 062-5		
Project Contingency	Contingency funds for use in construction for change orders	1502	780
	Grand Total		323,522

**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)
OK 062-1	09/30/2001	09/03/2002
OK 062-2	09/30/2001	09/30/2002
OK 062-3	09/30/2001	09/30/2002
OK 062-4	09/30/2001	09/30/2002
OK 062-5	09/30/2001	09/30/2002
PHA - Wide	09/30/2001	09/30/2002

(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 -----

-or-

The Capital Fund Program 5-Year Action Plan is provided below:

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	
OK 062-1	Ridgecrest/ Garden Terrace	35	28%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Several door jams have split; need to be replace			15,000	2000
Install new security storm/screen windows to reduce maintenance			37,625	2000
Several interior doors are damaged beyond repair			32,850	2000
Units currently need required periodic painting			106,250	2001
Install new CO detectors as a safety precaution			5,625	2001
No carpeting was originally installed in elderly units			37,500	2002
Original bathtubs/surround are chipped, flaked, beyond repair			16,800	2002
Install new gas stoves.			32,500	2002
Install new frost free refrigerators			50,000	2002
Original water tanks have worn and rapidly deteriorate			10,350	2003
Original HVAC grills are corroded and rusting			10,500	2003
Severely damaged shower stall needs new fiberglass stall			19,000	2003
Falling kitchen sink trim requires excessive maintenance			11,875	2003
Total estimated cost over next 5 years			385,875	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK 062-2	Scattered	3	7%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install keyed deadbolt locks on existing metal storage doors			4,300	2000
Several door jams have split; need to be replaced			1,400	2000
Several interior unit door locks do not function properly			3,870	2000
Several interior doors are damaged beyond repair			5,840	2000
Units currently need required periodic painting			36,550	2000
Install new gas stoves			11,180	2000
Install new frost free refrigerators			17,200	2000
Install new CO detectors as safety precaution. Repairable			1,935	2001
Several storm doors are broken, misaligned/not repairable.			16,770	2002
Paint all clothes line poles and site fencing. Replace missing poles.			1,000	2003
Original water tanks have worn and rapidly deteriorate.			8,050	2003
Many sewer lines do not have clean-outs at code required locations.			6,300	2003
Original bathtubs/surround are chipped, flaked, beyond repair.			4,200	2003
Original HVAC grills are corroded and rusting.			3,675	2003
Falling kitchen sink trim requires excessive maintenance.			4,085	2003
Total estimated cost over next 5 years			126,355	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK 062-3	Pioneer Village	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Several door jams have split; need to be replaced			3,000	2000
Original flooring is worn and needs to be replaced			64,386	2000
Building footings have cracked and sunken			12,800	2001
Install new CO detectors as safety precaution.			2,835	2001
Units currently need required periodic painting			53,550	2001
Several storm doors are broken, misaligned/not repairable.			24,570	2002
Most units have no bathroom storage or medicine cabinets.			500	2002
No carpeting was originally installed in elderly units.			84,000	2002
Paint all clothes line poles and site fencing. Replace missing poles.			280	2003
Some countertops are damaged beyond repair.			8,000	2003
Original water tanks have worn and rapidly deteriorate.			14,490	2003
Many sewer lines do not have clean-outs at code required locations.			18,900	2003
Original HVAC grills are corroded and rusting.			1,400	2003
Severely damaged shower stall needs new fiberglass stall.			57,000	2003
Old shower doors are damaged and in need of replacement.			11,340	2003
Failing kitchen sink trim requires excessive maintenance.			5,985	2003
Total estimated cost over next 5 years			363,036	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK 062-4	Scattered	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Several interior doors are damaged beyond repair.			1,752	2000
Original flooring is worn and needs to be replaced.			4,380	2000
Install new CO detectors as safety precaution.			135	2001
Several storm doors are broken, misaligned/not repairable.			1,170	2002
Paint all clothes line poles and site fencing. Replace missing poles			640	2003
Original water tanks have worn and rapidly deteriorate.			690	2003
Many sewer lines do not have clean-outs at code required location.			900	2003
Original bathtubs/surround are chipped, flaked, beyond repair.			1,260	2003
Original HVAC grilles are corroded and rusting			630	2003
Falling kitchen sink trim requires excessive maintenance.			570	2003
Install new gas stoves.			780	2003
Install new frost free refrigerators.			1,200	2003
Total estimated cost over next 5 years			14,107	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK 062-5	Scattered	1	2.5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Units currently need required periodic painting			34,000	2000
Original flooring is worn and needs to be replaced.			58,400	2001
Install new CO detectors as safety precaution.			1,800	2001
Several storm doors are broken, misaligned/not repairable.			15,600	2002
Paint all clothes line poles and site fencing. Replace missing poles.			1,280	2003
Original water tanks have worn and rapidly deteriorate.			9,200	2003
Many sewer lines do not have clean-outs at code required locations.			12,000	2003
Original HVAC grills are corroded and rusting.			1,400	2003
Old shower doors are damaged and in need of replacement.			7,200	2003
Failing kitchen sink trim requires excessive maintenance.			3,800	2003
Install new gas stoves.			10,400	2003
Install new frost free refrigerators.			16,000	2003
Total estimated cost over next 5 years			171,080	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK 062	PHA Wide	39	14%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Purchase new flat bed dump truck to support maintenance operations			20,000	2001
Total estimated cost over next 5 years			20,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OK 062	PHA Wide	39	14%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New staff training			1,302	2000
Management training			5,810	2000
New staff training			3,800	2001
Provide resident support			7,100	2001
Management raining			5,409	2001
New staff training			6,700	2002
Provide resident support			6,750	2002
Management training			2,400	2002
CGP related administration expenses			20,000	2002
Administrative support			122	2002
New staff training			9,300	2003
Provide resident support			6,750	2003
Management training			2,400	2003
Total estimated cost over next 5 years			77,843	

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: Pioneer Village 1b. Development (project) number: OK 062-003
	2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Units were designated at original construction date. Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4.	Date this designation approved, submitted, or planned for submission: 1976
	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: ----63 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
	1a. Development name: Ridgecrest/Garden Terrace 1b. Development (project) number: OK 062-001
	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 checked="" type="checkbox"/>
	3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Units were designated at original construction date. Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4.	Date this designation approved, submitted, or planned for submission: 1969
	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: ----65 7. Coverage of action (select one) <input checked="" 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:
<input type="checkbox"/>	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)
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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
<input type="checkbox"/>	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: _____)

- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ----)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ----)
- Requirements no longer applicable: vacancy rates are less than 10 percent
 - Requirements no longer applicable: site now has less than 300 units
 - 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 (I)]

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 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? 6/2/99

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)
PHDEP	255 households	All tenants	Main Office & Ridgecrest office	Public Housing
CGP	255 households	All tenants	Main Office	Public Housing

(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	0	0
Section 8	0	0

- 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:

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© 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)**
High levels of calls to police

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)**
Phone Calls to Police

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

62-001

62-002

62-004

62-005

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)
Contracts with off duty police officers and former police officers for Security Services. Employee on staff to conduct drug -prevention activities.

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

62-001
62-002
62-004
62-005

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)
Contracted security services with three individuals. One is an off duty McAlester Police Detective, the second is an off duty Commander of the District 18 Narcotics Task Force and the third is a retired police/sheriff deputy.

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

62-001

62-002
62-004
62-005

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)]

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?
- 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) -----
 - Provided below:

The MHA met with tenants of the Resident Advisory Board twice for the purposes of discussing and soliciting comments for the PHA Plan. There were 9 residents at the first meeting and 6 residents at the second meeting with a total of 12 different residents involved in the meetings. We also ran an ad in the local newspaper, posted fliers and sent out fliers and information out with our monthly newsletter. We also conducted a public hearing in which only 1 resident attended. We only received 3 comments in writing on the PHA Plan. These comments are as follows:

- A. Attic fans and heating ducts need cleaning because of mold dust and allergies that build up in them which causes more sickness than should be.
 - B. Air conditioning included with the improvements would be great. I understand it could be easily installed into our present heating system. Is it too late to be considered?
 - C. In the near future, upgrade our bathrooms.
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)

Since all the comments had to do with modernization and the CGP Grant, the Executive Director, Maintenance Man, Associate for Policy, and our Architect sat down to discuss the suggestions. We decided that the comments were not out of line and that they were worth considering. The Architect was going to look into making the improvements and get some preliminary figures. We gave these items a medium priority in our CGP five year plan. We will be looking to make some of these improvements 2-3 years down the road as monies are available. These comment did not change anything in the PHA Plan because we have to submit changes to the CGP five year plan and get approval on that first. Changes to the CGP five year plan will be reflected in future PHA Plans and not in this plan.

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: State of Oklahoma

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 State of Oklahoma Consolidated plan outlines three goals on page #1. They are; “(1) to provide decent housing; (2) to establish and maintain a suitable living environment; and (3) to expand economic opportunities for all citizens, particularly for low-income individuals and families.”

The McAlester Housing Authority’s initiatives are similar to the goals identified in the Consolidated Plan. The MHA is going to provide decent housing by improving management operations to decrease turnaround time and vacancy rates. We are also in the process of modernizing and renovating units so that it is truly decent housing.

In going along with goal # 2 (to maintain a suitable living environment) the MHA has applied for Public Housing Drug Elimination Funds to make the MHA a safer place to live. Also with modernization/renovation activities we are making houses more suitable to live in.

Goal # (3) talks about expanding economic opportunities for all citizens. The MHA has taken measures in it’s rent determination policies to help individuals who go to work or are currently working. We also have a Program Coordinator that (in addition to Drug Prevention activities) helps set up economic self improvement activities for adults.

- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following

actions and commitments: (describe below)

D. Other Information Required by HUD

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

HUD is requiring a locally derived definition of “substantial deviation” and “significant amendment or modification” For this purpose the McAlester Housing Authority has adopted the following definition:

“Substantial deviation or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.”

Attachments

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

ATTACHMENT A

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History	52
2. PHDEP Plan Goals/Budget	54
3. Milestones.....	56
4. Certifications	56

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 60,264

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R X_____

C. FFY in which funding is requested: 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

The McAlester Housing Authority will use PHDEP funds to provide security mainly to Ridgcrest and Garden Terrace developments but will be deployed to other trouble areas as the need arises. Our goal is to reduce the amount of drug activity and drug related criminal activity in and around the McAlester Housing Authority's Developments. We will also use some funds to conduct the resident survey required by PHDEP. This survey will be used as an evaluation measure for the Security Program.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
62-1 Ridgcrest & Garden Terrace	125	223
62-2 Scattered	43	123
62-3 Pioneer Village	63	68
62-4 Scattered	3	16
62-5 Scattered	40	145

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other," identify the # of months).

6 Months _____ 12 Months _____ 18 Months XX 24 Months _____ Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers

Fiscal Year of Funding	PHDEP Funding	Grant #	Fund Balance	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	X	OK56DEP0620195	0	N/A	
FY 1996	X	OK56DEP0620196	0	N/A	
FY 1997	X	OK56DEP0620197	0	N/A	
FY1998	X	OK56DEP0620198	19,713.93	N/A	7/00
FY 1999	X	OK56DEP0620199	60,264.00	N/A	7/01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The McAlester Housing Authority will use PHDEP funds to provide security mainly to Ridgcrest and Garden Terrace developments but will be deployed to other trouble areas as the need arises. Our goal is to reduce the amount of drug activity and drug related criminal activity in and around the McAlester Housing Authority's Developments. We will also use some funds to conduct the resident survey required by PHDEP. This survey will be used as an evaluation measure for the Security Program. We will also look at the number of calls to police as an evaluation factor as we attempt to decrease the need for residents to call the police. Security officers are off duty and retired police officers that work closely with the police in identifying problems.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	57,000
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	3,264
TOTAL PHDEP FUNDING	60,264

iv_ PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)	Reduce the amount of drug use and drug related criminal activity in and around public housing.						
Objectives	Reduce the number of police calls for service. Increase the perception of safety by residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount)	Performance Indicators
1.Security			10-01-00	3-31-02	57,000		Police calls for service and Resident survey
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$ 3,264	
Goal(s)	To Conduct Resident Survey each year						
Objectives	Hire an agency/individual to conduct survey						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Resident Survey			12-00	1-01	1,632		Completed Survey
2.Resident Survey			12-01	1-02	1,632		Completed Survey
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section

PHDEP Plan Budget and Goals, the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution	25% Expenditure of Total Grant	% of funds that will be expended (at least 25% of the total grant award) within 12 months of grant execution	50% Obligation of Total Grant	25% of the total grant award
Budget Line Item #	Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item #</i> 9120	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	14,250		42,750	
9130				
9140				
9150				
9160	1,632		1,632	
9170				
9180				
9190				
TOTAL		\$ 15,882		\$ 44,382

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attachment B

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

HOUSING AUTHORITY OF THE CITY OF McALESTER, OK

Resolution Number: _____

Date of Adoption: _____

504 Compliance Statement

This document will be kept in an accessible location and can be examined by individuals with disabilities Monday through Friday between the hours of 9am and 4pm.

MHA will provide assistance to individuals with disabilities to insure equal access to this document.

See "504 Equal Access Statement" inside front cover.

504 Equal Access Statement

For mobility impaired persons -- a copy of this document is kept at the main office located at 620 W. Kiowa, McAlester, which is an accessible facility on an accessible route. The document may be examined by individuals with disabilities Monday through Friday between the hours of 9 AM and 4 PM. You must phone in to make arrangements to examine this document. Please call 426-0335. If you are hearing impaired, use the TDD number given below.

For vision impaired persons -- the Authority will provide a staff person to assist a vision impaired person in reviewing this document. Assistance may include: describing the contents of the document, reading the document or sections of the document, or providing such other assistance as may be needed.

For the hearing impaired -- If any individual with a hearing impairment is interested in examining this document or has questions concerning this document, please call 426-0335 (TDD) between the hours of 9 AM and 4 PM or come to our office located at 620 W. Kiowa, McAlester, to make an appointment. The Authority will provide assistance to the hearing impaired that may include the provision of a sign language interpreter at a time convenient to both the Authority and the hearing impaired individual.

Assistance to insure equal access to this document will be provided in a confidential manner and setting. The disabled individual is responsible for providing his/her own transportation to and from the location where this document is kept.

All hearings or meetings required by this document will be conducted in accessible location with appropriate assistance provided if a disabled

individual is involved. The disabled individual is responsible for providing his/her own transportation to and from the hearing or meeting location.

ACOP TABLE OF CONTENTS

1.0	FAIR HOUSING.....	64
2.0	REASONABLE ACCOMMODATION.....	64
2.1	COMMUNICATION.....	65
2.2	QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION.....	65
3.0	SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS	66
4.0	FAMILY OUTREACH.....	66
5.0	RIGHT TO PRIVACY.....	67
6.0	REQUIRED POSTINGS.....	67
7.0	TAKING APPLICATIONS.....	68
8.0	ELIGIBILITY FOR ADMISSION.....	69
8.1	INTRODUCTION.....	69
8.2	ELIGIBILITY CRITERIA.....	70
8.3	SUITABILITY.....	74
8.4	GROUND FOR DENIAL.....	76
8.5	INFORMAL REVIEW.....	77
9.0	MANAGING THE WAITING LIST.....	78
9.1	OPENING AND CLOSING THE WAITING LIST.....	78
9.2	ORGANIZATION OF THE WAITING LIST.....	78
9.3	PURGING THE WAITING LIST.....	79
9.4	REMOVAL OF APPLICANTS FROM THE WAITING LIST.....	79
9.5	MISSED APPOINTMENTS.....	79
9.6	NOTIFICATION OF NEGATIVE ACTIONS.....	79
10.0	TENANT SELECTION AND ASSIGNMENT PLAN.....	79
10.1	PREFERENCES.....	79
10.2	ASSIGNMENT OF BEDROOM SIZES.....	81
10.3	SELECTION FROM THE WAITING LIST.....	82
10.4	DECONCENTRATION POLICY.....	82
10.5	DECONCENTRATION INCENTIVES.....	83
10.6	OFFER OF A UNIT.....	83

10.7	REJECTION OF UNIT.....	83
10.8	ACCEPTANCE OF UNIT.....	84
10.9	SECURITY DEPOSITS	85
10.10	MISREPRESENTATION ON APPLICATION FOR ADMISSION	85
10.11	DWELLING LEASE.....	86
11.0	INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME.....	87
11.1	INCOME.....	87
11.2	ANNUAL INCOME.....	89
11.3	DEDUCTIONS FROM ANNUAL INCOME.....	92
12.0	VERIFICATION.....	93
12.1	ACCEPTABLE METHODS OF VERIFICATION	93
12.2	TYPES OF VERIFICATION	94
12.3	VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS	96
12.4	VERIFICATION OF SOCIAL SECURITY NUMBERS	97
12.5	TIMING OF VERIFICATION.....	98
12.6	FREQUENCY OF OBTAINING VERIFICATION.....	98
13.0	DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT.....	98
13.1	FAMILY CHOICE	98
13.2	THE FORMULA METHOD	98
13.3	MINIMUM RENT.....	99
13.4	THE FLAT RENT	100
13.5	RENT FOR FAMILIES UNDER THE NONCITIZEN RULE.....	100
13.6	UTILITY ALLOWANCE.....	101
13.7	PAYING RENT	102
13.8	OTHER CHARGES.....	102
14.0	CONTINUED OCCUPANCY AND COMMUNITY SERVICE.....	102
14.1	GENERAL.....	102
14.2	EXEMPTIONS.....	103
14.3	NOTIFICATION OF THE REQUIREMENT.....	103
14.4	VOLUNTEER OPPORTUNITIES.....	103
14.5	THE PROCESS	104
14.6	NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT.....	104
14.7	OPPORTUNITY FOR CURE.....	104
15.0	RECERTIFICATIONS.....	105

15.1	GENERAL.....	105
15.2	MISREPRESENTATION AT ANNUAL REEXAMINATION.....	106
15.3	MISSED APPOINTMENTS	106
15.4	FLAT RENTS	106
15.5	THE FORMULA METHOD	107
15.6	EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS.....	107
15.7	INTERIM REEXAMINATIONS	108
15.8	SPECIAL REEXAMINATIONS.....	109
15.9	EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS	109
15.10	RESTRICTION ON EVICTION OF FAMILIES BASED UPON INCOME.....	109
16.0	UNIT TRANSFERS	109
16.1	OBJECTIVES OF THE TRANSFER POLICY.....	109
16.2	CATEGORIES OF TRANSFERS.....	110
16.3	DOCUMENTATION	110
16.4	INCENTIVE TRANSFERS.....	110
16.5	PROCESSING TRANSFERS	111
16.6	COST OF THE FAMILY'S MOVE.....	112
16.7	TENANTS IN GOOD STANDING	113
16.8	TRANSFER REQUESTS	113
16.9	RIGHT OF THE McALESTER HOUSING AUTHORITY IN TRANSFER POLICY.....	113
17.0	INSPECTIONS.....	113
17.1	MOVE-IN INSPECTIONS.....	113
17.2	ANNUAL INSPECTIONS.....	114
17.3	PREVENTATIVE MAINTENANCE INSPECTIONS.....	114
17.4	SPECIAL INSPECTIONS	114
17.5	HOUSEKEEPING INSPECTIONS.....	114
17.6	NOTICE OF INSPECTION.....	114
17.7	EMERGENCY INSPECTIONS.....	114
17.8	MOVE-OUT INSPECTIONS.....	114
18.0	PET POLICY.....	115
18.1	EXCLUSIONS.....	115
18.2	PETS IN SENIOR BUILDINGS	115
18.3	APPROVAL.....	115
18.4	TYPES AND NUMBER OF PETS	115
18.5	INOCULATIONS.....	115
18.6	FINANCIAL OBLIGATION OF RESIDENTS	115
18.7	NUISANCE OR THREAT TO HEALTH OR SAFETY.....	115

18.8 DESIGNATION OF PET AREAS.....	116
18.9 VISITING PETS.....	116
18.10 REMOVAL OF PETS.....	116
19.0 REPAYMENT AGREEMENTS.....	116
20.0 TERMINATION.....	118
20.1 TERMINATION BY TENANT.....	118
20.2 TERMINATION BY THE HOUSING AUTHORITY.....	118
20.3 ABANDONMENT.....	119
21.0 OTHER TENANT CHARGES.....	120
22.0 COMPLAINTS OF DISCRIMINATION.....	120
23.0 BAN POLICY.....	120
24.0 PEST CONTROL POLICY.....	120
GLOSSARY.....	121
ACRONYMS.....	131
APPENDIX A- INCOME LIMITS.....	132
APPENDIX B- ONE STRIKE POLICY.....	133
APPENDIX C- DECONCENTRATION POLICY.....	138
APPENDIX D- UNITS.....	140
APPENDIX E- SECURITY DEPOSITS.....	145
APPENDIX F- GRIEVANCE PROCEDURE.....	146
APPENDIX G- DWELLING LEASE.....	151
APPENDIX H- FLAT RENTS.....	164
APPENDIX I - UTILITY ALLOWANCES.....	165

APPENDIX J- LIST OF CHARGES166
APPENDIX K- BAN POLICY168
APPENDIX L- PEST CONTROL POLICY.....170

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the McAlester Housing Authority's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

This Policy governs admission and occupancy of public housing administered by the Housing Authority of the City of McAlester. It is the intent of the Authority to ensure decent, safe, and sanitary housing for families of limited income in all public housing units owned or operated by the Authority under the United States Housing Act of 1937, as amended.

1.0 FAIR HOUSING

The policy of the McAlester Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the McAlester Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the McAlester Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the McAlester Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The McAlester Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The McAlester Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the McAlester Housing Authority housing 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 McAlester Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the McAlester Housing Authority will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

The application has a question for people requesting a Reasonable Accommodation. When the application interview is conducted, anyone requesting a Reasonable Accommodation will be given a Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

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

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor 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 McAlester Housing Authority will obtain verification that the person is a person with a disability.

B. 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 McAlester Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The McAlester Housing Authority will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? The McAlester Housing Authority's business is housing. If the request would alter the fundamental business that the McAlester Housing Authority conducts, that would not be reasonable. For instance, the McAlester Housing Authority would deny a request to have the McAlester Housing Authority do grocery shopping for a person with disabilities.

2. 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 McAlester Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

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

If more than one accommodation is equally effective in providing access to the McAlester Housing Authority's programs and services, the McAlester Housing 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 McAlester Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the McAlester Housing Authority will seek to have the

same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the McAlester Housing Authority 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 tenant 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.

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The McAlester Housing Authority will attempt to find interpreters who speak languages other than English in order to assist non-English speaking families.

4.0 FAMILY OUTREACH

When the waiting list reflects the need, the McAlester Housing Authority will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the McAlester Housing Authority may distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The McAlester Housing Authority will also try to utilize public service announcements.

The McAlester Housing Authority will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

5.0 RIGHT TO PRIVACY

All adult members of both applicant and tenant 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.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

6.0 REQUIRED POSTINGS

In each of its offices, the McAlester Housing Authority will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy**
- B. Notice of the status of the waiting list (opened or closed)**
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours**
- D. Income Limits for Admission**
- E. Utility Allowance Schedule**
- F. Current Schedule of Routine Maintenance Charges**
- G. Dwelling Lease**
- H. Grievance Procedure**
- I. Fair Housing Poster**
- J. Equal Opportunity in Employment Poster**
- K. Any current McAlester Housing Authority Notices**

7.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted at the following location:

**McAlester Housing Authority
620 W. Kiowa
McAlester, OK 74501**

Applications are taken to compile a waiting list. Due to the demand for housing in the McAlester Housing Authority jurisdiction, the McAlester Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted from all applicants and the McAlester Housing Authority will verify the information.

Applications may be made in person at the McAlester Housing Authority, 620 W. Kiowa, McAlester, OK 74501 on Tuesdays, Wednesdays, and Thursdays from 9:00am to 4:00pm. Applications will not be accepted the first 6 days of each month so that rent may be taken. Applications will be mailed to interested families upon request. Unless an applicant requests a Reasonable Accommodation for a disability, applications must be returned to the McAlester Housing Authority in person so that a Release of Information form can be signed and other verification documents may be obtained.

The completed application will be dated and time stamped upon its return to the McAlester Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the McAlester Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is (918) 426-0335.

The date and time the application is received will be noted on the application form. All data is subject to verification. The completed application must be signed by an adult member of the family.

Upon receipt of the family's application, the McAlester Housing Authority will place the family on the appropriate waiting list according to their time and date. Then the McAlester Housing Authority will begin the verification process to determine eligibility or ineligibility. Once a determination of eligibility or ineligibility has been established, the McAlester Housing Authority will notify the family in writing of eligibility or ineligibility. If the McAlester Housing Authority determines the family to be ineligible,

the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The McAlester Housing Authority will annotate the applicant's file and will update their place on the waiting list.

The McAlester Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

An applicant must contact the Authority every 6 months to indicate continued interest and update any information regarding the application. If an applicant fails to notify the Authority within the specified time, the Authority will remove the application from its active files. At times, the McAlester Housing Authority may send a processing letter to applicants if the MHA determines that the waiting list needs to be purged of applicants that may no longer be interested in housing. The applicant will be sent a 7 day processing letter. The applicant will be taken off the waiting list if they do not respond within the 7 days. If the Housing Authority needs more information or further verifications to finish processing the application, the 7 day letter will state what information the Housing Authority needs to finish processing the applicant's application. If the applicant does not respond to the letter with the proper information, the applicant will be removed from the waiting list.

The Authority will keep a copy of each resident's Application for Admission in the resident's file. Any other occupancy information the Authority collects will be retained for at least three years or until audited by HUD, whichever occurs later. This will include data on current applicants and residents, and applications from persons who were never admitted.

A preliminary application will be taken on anyone wishing to be added to an established lease and household. This person will undergo the same screening procedures as if they were applying for a separate house.

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the McAlester Housing Authority screening criteria in order to be admitted to public housing. Applicants must be at least 18 years of age or emancipated by the court to be eligible for admission to the McAlester Housing Authority as the Head of Household.

8.2 ELIGIBILITY CRITERIA

A. Family status.

- 1. A family with or without children. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship. Two or more persons who are not so related, but are regularly living together and can verify shared income or resources, who will live together in Public Housing.**
 - a. Children temporarily absent from the home due to placement in foster care are considered family members.**
 - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.**
- 2. An elderly family, which is:**
 - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;**
 - b. Two or more persons who are at least 62 years of age living together; or**
 - c. One or more persons who are at least 62 years of age living with one or more live-in aides.**
- 3. A near-elderly family, which is:**
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;**

- b. **Two or more persons, who are at least 50 years of age but below the age of 62, living together; or**
 - c. **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.**
- 4. **A disabled family, which is:**
 - a. **A family whose head, spouse, or sole member is a person with disabilities;**
 - b. **Two or more persons with disabilities living together; or**
 - c. **One or more persons with disabilities living with one or more live-in aides.**
- 5. **A displaced family, which is a family in which each member, or whose sole member, has been 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.**
- 6. **A remaining member of a tenant family.**
- 7. **A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.**
- 8. **Involuntarily Displaced Applicant**
 - A. **An applicant is or will be considered involuntarily displaced if applicant has vacated or will have to vacate his/her housing unit as a result of one or more of the following actions:**
 - 1. **A disaster, such as a fire or flood, that results in the applicant's unit being uninhabitable;**
 - 2. **Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program; or**

3. **Action by a housing owner that results in an applicant's having to vacate his or her unit, where:**
 - a. **The reason for the owner's action is beyond an applicant's ability to control or prevent;**
 - b. **The action occurs despite an applicant's having met all previously imposed conditions of occupancy; and**
 - c. **The action taken is other than a rent increase.**

B. An applicant also is involuntarily displaced if:

1. **The applicant has vacated his/her housing unit as a result of actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other member of the applicant's household; or**
2. **The applicant lives in a housing unit with such an individual who engages in such violence.**

NOTE: The definition of displacement by domestic violence is clarified in two ways. First, the victim does not have to have a property right (such as a dwelling lease) to the unit where the violence has occurred. Second, the perpetrator of the violence may not reside with the applicant family after admission unless the Authority has given advance written approval.

3. **The applicant has been displaced to avoid reprisals (witness relocation). This will apply when a family member has provided information on criminal activity to a law enforcement agency and, based on a threat assessment, the law enforcement agency recommends rehousing the family to avoid reprisals.**
4. **The applicant is displaced due to a hate crime. A hate crime means actual or threatened physical violence or intimidation against a person or the person's property that is based on the person's race, color, religion, sex,**

national origin, disability, or familial status.

- 5. The applicant is displaced by inaccessibility of a unit. This applies when a family member has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make the necessary changes as a reasonable accommodation to the disabled person.**

C. For purposes of A(3) above, reasons for an applicant's having to vacate a housing unit include, but are not limited to, conversion of an applicant's housing unit to non-rental or non-residential use; closure of an applicant's housing unit for rehabilitation or for any other reason; notice to an applicant that he or she must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy; sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or any other legally authorized act that results or will result in the withdrawal by the owner of the unit or structure from the rental market. Such reasons do not include the vacating of a unit by a resident as a result of actions taken because of the resident's refusal:

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

B. Income eligibility

- 1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.**
- 2. Income limits apply only at admission and are not applicable for continued occupancy.**

3. **A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the McAlester Housing Authority.**
4. **If the McAlester Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.**
5. **Income limit restrictions do not apply to families transferring within the Public Housing Program.**
6. **Income limits for admission are established by the Department of Housing and Urban Development. No minimum income limits are established. Appendix A sets out the current income limits.**

C. Citizenship/Eligibility Status

To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

1. **Family eligibility for assistance.**
 - a. **A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.**
 - b. **Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.5 for calculating rents under the noncitizen rule)**
 - c. **A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.**

D. Social Security Number Documentation

To be eligible, all family members must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

- 1. In order to be eligible, 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.**
- 2. The consent form must contain, at a minimum, the following:**
 - a. A provision authorizing HUD or the McAlester Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) 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 McAlester Housing Authority 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.**

8.3 SUITABILITY

A. 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 McAlester Housing Authority 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 development environment, other tenants, McAlester 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.

B. The McAlester Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

- 1. History of meeting financial obligations, especially rent;**
- 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;**
- 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;**
 - 4. History of disturbing neighbors or destruction of property;**
- 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and**
- 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.**

C. The McAlester Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The McAlester Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

- 1. A credit check of the head, spouse and co-head;**
- 2. A rental history check of all adult family members;**
- 3. A criminal background check on all adult household members, including 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 McAlester Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

D. Where a person with disabilities is applying for public housing 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 handicapped person, the 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 an applicant to provide information about the nature and extent of his/her disability or related conditions.

E. Reference Appendix B (One Strike Policy)

8.4 GROUND FOR DENIAL

The McAlester Housing Authority is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;

- D. Have a history of not meeting financial obligations, especially rent;**
- E. 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 tenants;**
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;**
- G. Have a history of disturbing neighbors or destruction of property;**
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;**
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;**
- J. Were evicted from assisted housing because of drug-related criminal activity involving the personal use or possession for personal use;**
- K. Were evicted from assisted housing for 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;**
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.**
- M. Have engaged in or threatened abusive or violent behavior towards any McAlester Housing Authority staff or residents;**
- N. Have a household member who has ever been evicted from public housing;**

- O. Have a family household member who has been terminated under the certificate or voucher program;**
- P. 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;**
- Q. Denied for Life: Has a lifetime registration under a State sex offender registration program.**
- R. If an applicant has been evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity (drug use, possession, or drug distribution) by any member of the applicant family, the applicant will be ineligible for admission to public housing and Section 8 assistance.**

8.5 *INFORMAL REVIEW*

- A. If the McAlester Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the McAlester Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The McAlester Housing Authority will describe how to obtain the informal review.**

The informal review may be conducted by any person designated by the McAlester Housing Authority, 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 McAlester Housing Authority's decision. The McAlester Housing Authority must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that the McAlester Housing Authority 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 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 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.

9.0 MANAGING THE WAITING LIST

9.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

9.2 *ORGANIZATION OF THE WAITING LIST*

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;**
- B. All applications will be maintained in order of bedroom size and then in order of date and time of application; and**
- C. Any contacts between the McAlester Housing Authority and the applicant will be documented in the applicant file.**

The Authority will indicate on the Community-wide Waiting List the following about each applicant family.

- **race/ethnicity;**
- **determination of eligibility or ineligibility for selection;**
- **preference determination;**
- **date and unit offered and rejected, with reason for the rejection noted;**
- **date assigned to dwelling unit and identification of unit to which assigned;**
- **reason for removing applicant from consideration for housing (i.e., upon applicant's request, failure to communicate continued interest, or applicant no longer qualifies).**

9.3 *PURGING THE WAITING LIST*

The McAlester Housing Authority 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 McAlester Housing Authority has current information, i.e. applicant's address, family composition, income category, and preferences.

9.4 *REMOVAL OF APPLICANTS FROM THE WAITING LIST*

The McAlester Housing Authority will not remove an applicant's name from the waiting list unless:

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

9.5 *MISSED APPOINTMENTS*

All applicants who fail to keep a scheduled appointment with the McAlester Housing Authority may be sent a notice of termination of the process for eligibility.

The McAlester Housing Authority will allow the family to reschedule for good cause.

Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the McAlester Housing Authority will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.6 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the McAlester Housing Authority, 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 time frame specified. The McAlester Housing Authority 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 McAlester Housing 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.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

In selecting residents from among eligible applicants who meet the screening criteria, first consideration shall be given to matching the size and type unit (i.e., physically accessible or not) offered to the family's need.

The McAlester Housing Authority will select families based on the following local preferences within each bedroom size category:

- A. Involuntarily displaced applicants (see glossary), which are not living in standard permanent replacement housing(see glossary):**
- B. Applicants living in substandard housing(see glossary):**
- C. The applicant has vacated his/her housing unit as a result of actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other member of the applicant's household or the applicant lives in a housing unit with such an individual who engages in such violence.**

Any of the three preferences will be applied if eligible with equal weight for each. If more than one applicant have local preferences, application date and time will be used to prioritize.

The date and time of application will be noted and utilized to determine the sequence within each bedroom size category.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Buildings Designated as Elderly Only Housing: The following McAlester Housing Authority projects/units have been approved by HUD as being designated for elderly only.

Project	Site	Number of Units
62-001	A,B,D	65
62-003	WK, SD	63

In filling vacancies in these units, first priority will be given to elderly families. If there are no elderly families on the list, next priority will be given to the near-elderly. If there are no near-elderly, units will be offered to families who qualify for the appropriate bedroom size. Using these priorities, families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. 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 feature applies. Any family required to transfer will be given a 30-day notice.

10.2 ASSIGNMENT OF BEDROOM SIZES

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

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families.

In determining bedroom size, the McAlester Housing 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.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of 6 will share a bedroom.
- C. Children, with the possible exception of infants (under age 2), would not be required to share a bedroom with persons of different generations, including their parents.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

- F. Husband and wife will share a bedroom.**
- G. Housing units shall be assigned as not to require the use of the living room for sleeping purposes.**

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The McAlester Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 1 year or until the family size changes, whichever may occur first.**
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The McAlester Housing Authority will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.**
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.**
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.**
- E. 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.**

10.3 SELECTION FROM THE WAITING LIST

The McAlester 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 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.

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.

10.4 DECONCENTRATION POLICY

It is McAlester 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 McAlester 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, we 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. The Deconcentration Analysis for the McAlester Housing Authority is located as Appendix C.

10.5 DECONCENTRATION INCENTIVES

The McAlester Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. An example of a deconcentration incentive would be to allow families to skip ahead on the waiting list if their income is such that it helps deconcentrate income levels of the McAlester Housing Authority projects.

10.6 OFFER OF A UNIT

A list of McAlester Housing Authority units is attached as Appendix D.

When the McAlester Housing Authority discovers that a unit will become available, we will contact 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 the income targeting goal.

The McAlester 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. The family will be given five (5) business days from the date the letter was mailed to contact the McAlester Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, 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 tenant file.

10.7 REJECTION OF UNIT

If in making the offer to the family the McAlester Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the McAlester Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

Applicants may reject offers of vacancies without being moved from their place on the Community-wide Waiting List if rejection is not related to race, color, national origin, religion, sex, age, disability, or familial status:

- (1) To the Authority's satisfaction, based on clear evidence, the applicant is willing to accept the unit offered but is unable to move at the time of the offer; or
- (2) To the Authority's satisfaction, based on clear evidence, acceptance by the applicant of a given offer of a suitable vacancy will result in undue hardship; i.e., inaccessibility to source of employment or children's day care center.

The family will be offered the right to an informal review of the decision to alter their application status.

10.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease, all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease. The lease will state that the grievance procedure, utility allowances, the current schedule of routine maintenance charges, and a request for reasonable accommodation form are all posted on the McAlester Housing Authority bulletin board located at 620 W. Kiowa, McAlester, OK and that copies will be provided to the tenant upon request. These documents will be explained in detail upon receipt. The applicant will sign a certification that they have received the lease and that they have reviewed it with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the McAlester Housing Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

10.9 SECURITY DEPOSITS

The family will pay a security deposit at the time of lease signing. The security deposit will be a set amount determined by the Housing Authority. A schedule of security deposits is attached as Appendix E.

In exceptional situations, the McAlester Housing Authority reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One third shall be paid in advance, one third with their second rent payment, and one third with their

third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

The security deposit will be returned to the resident within 30 days after move-out, in a manner consistent with State and, if applicable, local law, if the following conditions are met:

- A. There is no unpaid rent and charges for which the resident is liable under the lease or as a result of breaching the lease;**
- B. The unit and all equipment are left clear, and all trash and debris have been removed by the family;**
- C. There is no breakage or damage beyond that expected from normal wear and tear; and**
- D. All keys issued to the family are turned in to the Authority office when the family vacates the 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 and give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

If State law requires the payment of interest on security deposits, it shall be complied with.

The McAlester Housing Authority will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within 30 days.

10.10 MISREPRESENTATIONS ON APPLICATION FOR ADMISSION

If misrepresentations on Application for Admission result in housing an ineligible or unsuitable family, the family may be required to vacate even though currently eligible.

If misrepresentations or failure to provide facts have resulted in payment of a lower Total Tenant Payment than should have been paid, the family will be required to pay the difference between the Total Tenant Payment paid and the amount which should have been paid. In justifiable cases, the Authority may take such other action as deemed reasonable.

10.11 DWELLING LEASE

- A. The Authority shall utilize a lease that:**
- 1. Does not contain unreasonable terms and conditions;**
 - 2. Obligates the Authority to maintain the project in a decent, safe, and sanitary condition;**
 - 3. Requires the Authority to give adequate written notice of termination of the lease which shall not be less than:**
 - a. A reasonable time, but not to exceed 30 days, considering the seriousness of the situation when the health or safety of other tenants or Authority staff is threatened;**
 - b. Fourteen days in the case of failure to pay rent; and**
 - c. Twenty-four hour emergency notice to vacate for criminal and/or drug related activity, verbal/physical abuse, threats of violence, or any activity that threatens the health or safety of resident, MHA employees or the public; and**
 - 4. 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.**
- B. Each lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, all family members who will live in the unit, the Total Tenant Payment security deposit to be charged, the utility allowances, other charges under the lease, and the terms of occupancy. The lease shall be explained in detail to the applicant family before its execution. The lease shall be kept current at all times. Each adult member of the family accepted as a resident is required to execute the lease agreement prior to actual admission. One copy of the lease will be given to the family, and the original will be filed as**

part of the permanent records established for the family.

- C. If a resident family transfers to a different unit, the existing lease will be canceled. A new lease will be executed by each adult member of the family for the unit into which the family is to move.
- D. If any other change in a resident family's status results in the need to change or amend any provision of the lease, or if the Authority desires to waive a lease provision with respect to a resident family, (1) the existing lease is to be canceled and a new lease executed, or (2) an appropriate rider is to be prepared and executed by appropriate family members and Authority and made a part of the existing lease.
- E. Cancellation of a family's lease will be in accordance with the provisions of the lease.
- F. The current Grievance Procedure, set out in Appendix F attached hereto, is incorporated into the lease by reference. Resident families are entitled to utilize provisions of the Authority's Grievance Procedure to attempt settlement of disputes with the Authority.
- G. The dwelling lease shall be incorporated into this Admission/Occupancy policy by reference and is attached as Appendix G.

11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

To determine annual income, the McAlester Housing Authority counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the McAlester Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

11.1 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.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. 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.
- C. 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.
- D. 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.)
- E. 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.)

F. Welfare assistance.

- 1. If the welfare assistance payment includes an amount specifically designated for 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 family's 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. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.**
 - 3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.**
- G. 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.**
- H. 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.)**

11.2 ANNUAL INCOME

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 exposed to hostile fire;**
- H. 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, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;

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 member 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 \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, 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:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;

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**
 - 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**
- p. **Additional income exclusions provided by and funded by the McAlester Housing Authority**

The McAlester Housing Authority will not provide exclusions from income in addition to those already provided for by HUD.

11.3 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;**
- C. **For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.**
- D. **For any elderly or disabled family:**
 - 1. **That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;**
 - 2. **That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;**
 - 3. **That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.**
- E. **Child care expenses.**

12.0 VERIFICATION

The McAlester Housing Authority will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also 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.

12.1 ACCEPTABLE METHODS OF VERIFICATION

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.

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 any Federal, State, or local agency, to furnish or release to the Authority such information as the Authority determines to be necessary.

Other information will be verified by third party 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 McAlester Housing Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/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 McAlester Housing Authority will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the McAlester Housing Authority has been unable to

obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the McAlester Housing Authority will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

12.2 TYPES OF VERIFICATION

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 McAlester Housing Authority will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
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 >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 of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
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
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
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	Letter from source, letter from	Bank deposits, other similar

ID, or military DD 214 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 McAlester Housing Authority will make a copy of the individual's INS documentation and place the copy in the file. The McAlester Housing Authority will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the McAlester Housing Authority will mail information to the INS in order that a manual check can be made of INS records.

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.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the McAlester Housing Authority 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 for a period of 24 months from the date of eviction or termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number must provide verification of their Social Security number. New family members must provide

this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination as soon as they get it.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the McAlester Housing Authority 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 an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The McAlester Housing Authority will not require any individual who does not have a Social Security number to obtain a Social Security number.

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.

If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

12.5 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 will verify and update all information related to family circumstances and level of assistance.

12.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 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 formula 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 year.**
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula 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 formula method would be more financially feasible for the family.**

13.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;**
- B. 30% of adjusted monthly income; or**
- C. The minimum rent.**

The family will pay the greater of the total tenant payment or the minimum rent of \$25.

In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

13.3 MINIMUM RENT

The McAlester Housing Authority has set the minimum rent at \$25. However if the family requests a hardship exemption, the McAlester Housing Authority will immediately suspend the minimum rent for the family 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;**
- 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;**
- 3. When the income of the family has decreased because of changed circumstances, including loss of employment;**
- 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;**
- 5. 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.

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 be not

be imposed for a period of 90 days from the date of the family's request. 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 the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority 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 Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

13.4 THE FLAT RENT

The McAlester Housing Authority has set a flat rent for each public housing unit. The Flat Rent was determined by using the Section 8 Fair Market Rents issued for Pittsburg County each year by the Department of Housing and Urban Development. The amount of the flat rent will be reevaluated annually by referencing new Fair Market Rents issued by HUD 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 15.3).

The McAlester Housing Authority will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners. Flat rents are attached as Appendix H.

13.5 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 the age of 18) of the head or spouse.