

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 MERKEL

PHA Number: TX158

PHA Fiscal Year Beginning: 04-01-2000

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)

- X 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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 Apply for additional rental vouchers:
X Reduce public housing vacancies:
 Leverage private or other public funds to create additional housing opportunities:
 Acquire or build units or developments
 Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
X Improve public housing management: (PHAS score)
X Improve voucher management: (SEMAP score)
X Increase customer satisfaction:

- X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

- x PHA Goal: Increase assisted housing choices
 - Objectives:
 - x Provide voucher mobility counseling:
 - x 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

- x PHA Goal: Provide an improved living environment
 - Objectives:
 - x Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - x Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - x Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- x PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X 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:
 - X 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]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources
 3. Policies on Eligibility, Selection and Admissions
 4. Rent Determination Policies
 5. Operations and Management Policies
 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

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:

X Admissions Policy for Deconcentration (PHA ONLY HAS ONE SITE ,THERE IS NO DIFFERENT PLACING FROM APARTMENT TO APARTMENT, ALL TENANTS ARE TREATED EQUAL.)

FY 2000 Capital Fund Program Annual Statement

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

PHA Management Organizational Chart

FY 2000 Capital Fund Program 5 Year Action Plan

Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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	2396	2	4	2	4	2	2
Income >30% but <=50% of AMI	2291	2	4	2	4	2	2
Income >50% but <80% of AMI	1861	2	4	2	2	4	2
Elderly	1132	4	5	5	5	5	5
Families with Disabilities	NA						
Race/Ethnicity BL	330674	2	4	2	4	2	2
Race/Ethnicity H	356866	2	4	2	4	2	2
Race/Ethnicity	NA						
Race/Ethnicity	NA						

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:
- 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)

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)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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	55		40
Extremely low income <=30% AMI	42	.76	
Very low income (>30% but <=50% AMI)	11	.20	
Low income (>50% but <80% AMI)	2	.04	
Families with children	41	.75	
Elderly families	3	.05	
Families with Disabilities	7	.13	
Race/ethnicity W	37	.67	
Race/ethnicity BL	2	.04	
Race/ethnicity H	15	.27	
Race/ethnicity AI	1	.02	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List

1BR	14	.25	0
2 BR	25	.45	33
3 BR	16	.29	7
4 BR	0	0	0
5 BR	0	0	0
5+ BR	0	0	0

Is the waiting list closed (select one)? No Yes

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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)		

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
a) Public Housing Operating Fund	29,484	
b) Public Housing Capital Fund	47,730	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	49,867	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 capital funding	47,533	
3. Public Housing Dwelling Rental Income	42,410	
4. Other income (list below)	8,280	
4. Non-federal sources (list below)		
Total resources	225,304	

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

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
 Rental history
 Housekeeping
 Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

PHA only has one site.

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?

PHA only has one site and applications are taken on a first come first serve basis.

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

If the applicant choose to put an application at another PHA, they may do so.

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

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

(3) Assignment

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

One

Two

Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

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:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers

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

(5) Occupancy

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

X The PHA-resident lease

X The PHA's Admissions and (Continued) Occupancy policy

PHA briefing seminars or written materials

Other source (list)

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

At an annual reexamination and lease renewal

X Any time family composition changes

X At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

a. Yes X 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 X 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 X 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)

X 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)

X 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)

- X 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)
- X Other (list below)

LANDLORD VERIFICATION

b. X Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes X 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)

- X PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

Yes X 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. X 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

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

- X Homelessness
- X High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

- 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
- X \$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

b. Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- X A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	24	8
Section 8 Vouchers	20	3
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
ADMINSTRATIION PLAN OCCUPANCY POLICY
- (2) Section 8 Management: (list below)
ADMINSTRATION PLAN

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

1. Yes X 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)

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

B. Section 8 Tenant-Based Assistance

1. Yes X 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)

(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: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

Conversion of Public Housing Activity Description
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>

4. Status of Conversion Plan (select the statement that best describes the current status)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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 X 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 (1)]

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? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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))?
component 17.) (If no, skip to
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

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

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

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

List changes below:

Other: (list below)

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

1. Yes X 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 X 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: MERKEL

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)

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

D. Other Information Required by HUD

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

Attachments A,B,C,

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SECTION 8 HOUSING

EXISTING PROGRAMS

ADMINISTRATIVE PLAN

The following Administrative Plan will be utilized in the operation of the Section 8 Existing Housing Program in and by the City of Merkel, Texas.

The Section 8 Program was created by the Housing and Community Development Act of 1974 and amended by the Housing and Community Development Amendment of 1981. In 1976 the City of Merkel received its first approved ACC under the Section 8 Existing Housing Assistance payment program.

Administration of the Housing Programs and the functions and responsibilities of the HPO staff shall be in compliance with the Personnel Policy of the City of Merkel the Equal Opportunity Housing Plan, and the Section 8 Existing Procedures Manual. All Federal, State, and local housing laws will be followed and the HPO will comply with the City of Merkel Housing Assistance Plans and Fair Housing Regulations.

Merkel has a relatively stable housing market.

The Housing Quality Standards, in general, do not have a significant impact on the housing available for the Section 8 Existing Program.

I. PROGRAM OBJECTIVES

- A. The purpose of the Section 8 Housing Programs shall be to assist eligible low income households with rent payments in order to insure that those households are provided decent, safe and sanitary housing; to upgrade the quality of housing available to such families; and to enable the program participants a greater choice of location than what their income would normally permit.
- B. The methods used to accomplish this objective are outlined in the attached Equal Opportunity Housing Plan. The subsidized rental units are required to meet Housing Quality Standards as set forth in Section 82.109 of the federal regulations governing these programs.

The public will be notified each time there is an increase in allocations or funding.

- C. When the number of applicants on the Section 8 waiting List
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able prospect that additional applicants could be issued certificates within a year of their application date, the taking of applicants will be suspended. Any such suspension will be publicized in area newspapers of general circulation. When taking of applications is resumed, notices will be published again.

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II. PROGRAM ACTIVITIES

The housing Department is located at 731 North 1st, Merkel. This department is responsible for the operations of the Section 8 Existing Certificate. It is headed by the Housing manager who reports directly to the Director of Planning and is responsible for administration of the programs and the staff. Staff of the Housing Department consists of the following:

A. Housing Manager

The Housing Manager/Inspector will inspect each unit to be subsidized at initial lease, annual recertification, move-out inspection and complaint inspection. The Housing Inspector will work directly with local elected officials and city administrators in developing suitable housing quality standards that will meet HUD requirements, provide review and comment to local officials on quality of Housing Stock, availability of decent rentals, advise and assist property owners, home owners, and home repair contractors in promoting preventative maintenance programs and high standards of housing comfort and other attractiveness.

The Housing manager / Inspector will have the primary function of overseeing staff functions and dealing directly with tenants. The Housing manager will assist the Director in contacts with elected officials, special interest groups, and property owners.

The Housing manager / Inspector will also cross check effectiveness of the HAP progress and effectiveness in the jurisdiction and certify documentation, status board display, and performance evaluation.

The Housing manager/Inspector will coordinate with local media in regards to news releases and direct public information actions to include advertisements, brochures, and posters for promotional purposes. All public information activities will be approved by the Planning Director.

The Housing manager! Inspector will type any forms that are needed to complete the process of assisting families to participate in the housing programs. After the documentation is complete, the Housing Manager/Inspector will forward the file as needed or file in the proper place.

The Housing Manager! Inspector will help in getting contracts signed, taking applications, and any other duty needed to assist in completing and maintaining the information in the files current.

III. PROGRAM RESPONSIBILITIES

The activities and responsibilities undertaken by the City of Merkel Housing Program Office (HPO) are quite comprehensive, including, but not limited to:

- 1) Informing eligible families of the availability of housing assistance.

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- 2) Encouraging owners to make their units available for lease by the families.
- 3) Setting the minimum and maximum amount of Housing Assistance Payments that can be used for family-paid Utilities.
- 4) Receiving applications from families and determining their eligibility for assistance.
- 5) Maintaining a waiting list of families eligible for assistance.
- 6) Issuing Certificates of Family Participation.
- 7) Inspecting units prior to occupancy and periodically thereafter to assure that they are maintained in decent, safe and sanitary condition.
- 8) Determining rent reasonableness.
- 9) Approving leases.
- 10) Making Housing Assistance Payments.
- 11) Re-examining family income and composition and redetermining the amount of housing costs required from the family.
- 12) Providing housing counseling as needed to program participants.
- 13) Keeping accurate records of minority codes, displacement status, sex of heads of households, and family status in order to insure that a cross-section of the very low income families in the community are reached.

B. If, at any time, it becomes apparent that there are too few applicants of certain race or group (i.e., senior citizens, low income working families, ~ etc.) special outreach directed at that group will be put into effect until the applications are more balanced. (See Objective I for Equal Opportunity Housing Plan attached.)

IV. APPLICATION PROCESS DETERMINING ELIGIBILITY

A. Eligible Families A family is eligible for assistance under the Section 8 Programs (Existing) if, at the time they initially receive assistance under the program.

- 1) Qualify as a Very-Low-Income Family; or
- 2) Have been continuously assisted under the U. S. Housing Act of 1937 (a residual family member).

The Housing Program office will act as a receiving Public Housing Authority for families holding a current Voucher from another locality and who are in good standing with that Public Housing Authority.

The Housing Program office will accept certificate transfers.

B. It shall be the applicant's responsibility to fully and accurately complete the application. The information provided will be used by the HPO to determine initial eligibility and unit allocation when the family is placed on the waiting list.

Applications that clearly reflect that the family is not eligible may be denied based on the information the family gives on the application. Applications found to contain fraudulent information may be denied. The family will be eligible to reapply the next time applications are accepted.

The amount of income, assets and allowances, family composition and

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status, and any claimed preferences, are all subject to verification. Such verification must either be in the form of a statement signed by the source, a documented telephone conversation with the source, or documentation that an official record has been viewed by a staff member. Written or oral third party verification of all information applicable to determination of the Total Tenant Rent must be obtained unless the staff provides written documentation that third party verification is impossible. In the case of handicapped or disabled status, receipt of Social Security disability payments or a doctor's statement that the applicant meets the definition of either condition, is sufficient.

C. The status of a family claiming zero income must be verified in the same way as income is verified for other applicants. Verification of zero income can be obtained from the Department of Human Services or other agencies having direct knowledge of the family's circumstances. If the family is certified and a HAP contract is executed in their behalf the income status will be re-examined each thirty (30) days until a continuing income is verified.

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D. Annual or interim recertifications require information on family composition and income as listed in Section A B and C.

E. Additional criteria for determining an applicant ineligible for Section 3 Existing Certificates include those whose income, though within the lower-income family limit, is such that computation of the Total Tenant Rent results in an amount that equals or exceeds the highest Fair Market Rent available for the unit size for which the family would be eligible. This prevents issuing certificates to families where no Housing Assistance payments to owners would result. The HPO may determine applicants who were past participants in Section 8 or public housing assistance under the United States Housing Act of 1937 ineligible if the applicant:

- Currently owes rent or other amounts to the HPO or another Public Housing Authority and the debt was incurred in connection with Public Housing or Section 8 assistance under the United States Housing Act of 1937, or,
- Has not reimbursed claims paid on its behalf by the HPO to a former Section 8 landlord, either for rent or for other damages under an assisted lease, or for Section 8 vacancy payments, or,
- Has violated any Family obligation as stated in the Certificate of Family Participation.

F. Right to appeal determination of ineligibility is such that if a review is requested, the HPO will schedule the review to be conducted within ten working days from receipt of the family's request. The re-view will not be conducted by any person who made or approved the decision under review or a subordinate of such person. The HPO will notify the family, in writing, of the results within five (5) days of the date of the hearing. If, after conducting the hearing, the HPO determines that the family is eligible, the HPO will place the family on the HPO's Section 8 Waiting List without loss of position due to the period of ineligibility or issue the family a Certificate of Family Participation whichever is appropriate. If, however, after conducting a review the HPO determines that the applicant is ineligible it will so notify the applicant, in writing. This procedure does not preclude

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the applicant from exercising his/her other rights if the applicant believes he/she is being discriminated against on the basis of race, color, creed, religion, sex, or national origin. The HPO will retain for three years, a copy of the application, the notification letters, and the applicants' response if any. The record of any informal hearings and a statement of the final disposition.

G. It is the applicant's responsibility to keep the HPO informed of their current mailing address while on the waiting list. If notice is mailed to a family on the waiting list and there is no response within the specified amount of time, or the post office is unable to deliver the notice, the applicant will be removed from the waiting list. The waiting list will be purged at six month intervals.

77 WAITING LIST AND ISSURANCE OF CERTIFICATES

A. Certificates are issued to eligible families in sequence based on time and date of application, availability of Certificates for the unit size for which the family is eligible, and preference ranking above another.

B. Preferences shall be given over all other applicants to eligible families who have any of the following circumstances:

- 1) Family involuntarily displaced.
- 2) Family living in substandard housing.
- 3) Family paying more than 50 percent of income for rent.

The above terms are defined in Fol. 53, No. 10 of the Federal Register, Friday, January 15, 1988 Pg. 1153-1155.

C. The following bedroom size standards apply in order to provide the minimum subsidy that will allow the family to rent a unit with sufficient space to meet requirements for adequate housing:

- 1) Single head-of-household with one minor under 6 to be certified for one bedroom.
- 2) Due to lack of efficiency units available, single-member households to be certified for 1-bedroom, but advised of FMR's for
-0- bedroom units.
- 3) Families with 3 minors of same sex to be certified for 2 bedrooms.
- 4) Families with 2 children of opposite sex under 6 years to be certified for 2 bedrooms. Families with 2 children of opposite sex over 6 to be certified for 3 bedrooms.
- 5) Married couple to be certified for 1 bedroom.

When issuing a Certificate, the bedroom size allows a bedroom or living/sleeping room per two family members.

When determining Certificate size, the following applies:

- 1) One adult and one child under six may share a bedroom
- 2) Two minors of the same sex may share a bedroom.

Exceptions:

- 1) A family may be certified for one bedroom size larger than set in prior provisions by providing a doctor's statement that separate sleeping room is necessary due to the health of the family members.
- 2) Elderly single-member family may be certified for two bedrooms

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by providing a doctor's statement that a caretaker is necessary due to health reasons.

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E. Briefing of Certificate holders is handled on an individual basis by a Section 8 staff member. Applicants are interviewed individually and in complete privacy, given an opportunity to ask questions and are requested to sign their Certificate. The applicant is provided with the following:

If, it is determined during the briefing that the family is not eligible, no certificate will be issued. Appeal procedures apply.

- 1) A certificate holders packet containing those items required by Section 882.209 (b) of the Regulations, a general information brochure explaining the basics of the rental program for landlords use, a copy of utility allowance schedule, a discrimination complaint form, and any supplemental material the HPO may deem necessary. A current list of available property is posted in the lobby,
or,
- 2) a. Information on Security Deposit regulations which shall reflect that the owner, at their discretion may collect a Security Deposit in an amount not to exceed the lessor of one months contract rent or the amount charged to non-assisted families.
b. Collection of the Security Deposit and any special terms provided for the payment of the deposit shall be between owner and tenant. The HPO shall provide the tenant with any information it may have with regard to community agencies that may assist with security deposit payments.
c. The HPO shall allow certificate families to move to another locality and continue the rental assistance under the Housing Certificate Program,

The HPO will allow up to 15% of its
Program total units to move to other localities not serviced by the HPO

d. Existing Program it shall be the policy of the HPO to allow tenants to move from one assisted unit to another under the program as long as the tenant family does not violate the provisions of the Lease and the Certificate. The HPO will issue another Certificate of Family Participation to the tenant, as long as they follow these procedures:

e. Certificate holders are notified at their briefing session that the HPO updates the listing of available housing. Additional assistance is provided as needed upon request.

f. As long as there is a waiting list for the applicable bedroom size, the following circumstances will warrant extension of a Certificate for up to an additional 60 days.
 1. Extenuating circumstances, such as lengthy hospitalization, family emergencies, etc., which affected the family's ability to locate an acceptable unit during the 60-day period but are not expected to

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effect their search during the additional period.

2. Whether the family's size or need for barrier-free housing within the initial 60 days but that a reasonable chance for success would exist if the family was afforded additional time.

g. All families determined to be ineligible are notified in writing immediately and given an opportunity to request an informal Review. The Review is conducted in accordance with HUD Regulation 24 CFR 882.216 (a) and Procedures of the Occupancy Procedures Manual.

h. All completed and verified applications are added to an "eligible to be notified" list and families are called in for briefing and issuance of certificates in accordance with this Administrative Plan.

i. A statistical report is prepared by the Section 8 staff each month to insure that the very low-income requirement is met, that the elderly/non-elderly, and unit size distribution is followed, and that the number of certificates issued is sufficient to maintain Contracts for the number of units authorized.

VI. RE-EXAMINATIONS

A. The process of annual reviews is similar to the initial leasing process. The Family must provide income information and records required by the HPO no later than the anniversary date of contract or payment is abated for one month. If the required information is not provided by the family prior to 30 days following the contract anniversary date, HAP in the family's behalf is terminated.

If the family still qualifies for the same bedroom size and wishes to remain where they are, the annual inspection of the unit is done. If the inspection reveals the unit is not in decent, safe, and sanitary condition as required or is not in compliance with any other provisions of the HAP Contract, the HPO immediately notifies the owner in writing of the deficiencies.

The notice requires that the conditions be corrected within a specific time period determined as follows:

1) If there are serious deficiencies which present an immediate danger to the health and safety of the family (exhaust fumes from heating system or lack of heat in winter months), the HPO will require the owner to correct the deficiency within 48 hours. If the owner does not take the required action within the required time period, the HPO will either abate the Housing Assistance payments or terminate the HAP Contract.

B. If the family chooses to look for another unit, or if family size has changed so that they are no longer eligible for that size unit and Fair Market Rent, they are briefed and issued a new Certificate. They are reminded of the need to give their present landlord 30 days notice and to leave the unit in good and clean condition.

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Every effort is made on the behalf of the staff to help the family locate a suitable dwelling. If the Certificate expires, it may be renewed for an additional 60 days; however, if the family has rejected, without good reason, a suitable unit which the HPO has found to be available, the Certificate may not be renewed.

If, upon re-examination, the family is found to be ineligible for further assistance, the HPO notifies the family at least 30 days prior the the date the family will be responsible for the entire rent.

C. The HPO, after careful consideration and evaluation of staff time and administrative costs, has formulated the following requirements governing Interim Redeterminations of Total Tenant Rent between regularl scheduled re-examinations.

1) If the family reports a change in income, family composition, or expenses that would result in a reduction in the total Tenant Rent, the HPO will, after proper verification, make the reduction.

2~Families are required to report any change in family composition, along with any related change in Gross Family Income within 30 days of the change.

3)Fami.lies are required to report increases in income of \$53.00 permonth or more within 30 days of the change.

4)Families are required to report changes in family circumstances such as obtaining employment, going on or off welfare, etc., within 30 days of the change.

D. Families are expected to remain in the leased unit for one year except for the following cases:

- 1) Negligence of the owner in doing needed repairs which cause the unit to be in substandard condition.
- 2) Changes in family which cause the unit to be overcrowded.
- 3) Disasters such as fire, floods, etc.

The family may move at any time after one year from the date of the lease and contract. When a family moves from one unit to another while receiving assistance from the HPO, a complete re-examination is warrante They must give a 30-day notice, have their income re-examined and reveri fied, have a Certificate issued, negotiate all new leasing documents and leave the first unit in clean condition. Before move-out, the fami is encouraged to meet the Housing Inspector at the first unit for a move-out inspection in order to avoid disagreements about tenant-caused damages. If, after a family transfers to a unit owned by a second landlord, the first landlord submits to the HPO a valid request for payment for damages by the family, the family must reimburse the HPO for any such payment before their next recertification. The damage clai must be submitted within 30 days of the first vacancy date. If the family transfers to another unit owned by the same landlord it is assume the landlord has found them to be a satisfactory tenant and no damages will be paid on the first unit. Families are continually informed of their responsibilities to give the owner and the agency notice of any mc to a new unit.

E. If the family owes money to the HPO for damages or unpaid rent claims oaid to a former o-caer, the HPO may terminate assistance at

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recertification. The HPO may withhold all or part of the family's utility check as repayment, or require the family to make monthly payment

F. In addition to renewal inspections, interim inspections for specific problems are sometimes requested by tenants, owners or other departments and agencies. The time periods allowed to correct deficiency found at interim inspections are as follows:

1) Deficiencies representing a serious danger to the health and safety of the family should be corrected within 48 hours. If the owner does not take the required action, the HPO may either abate Housing Assistance Payments or terminate the Contract.

2) If there are other variations from Housing Quality Standards, the owner is required to correct the items within 30 days. If the owner does not take the required corrective action within the specified time, program staff determine if an extension is warranted. If no progress has been made, at the direction of the Housing Officer, payment may be withheld until the required work is totally completed. If withholding payments is not an effective incentive, the HPO will abate payments or terminate the contract, issue the family a Certificate and provide them help in locating a suitable unit.

VII. HOUSING QUALITY STANDARDS AND INSPECTIONS

A. Housing used in the Section 8 Existing Housing Programs will meet the Housing Quality Standards and acceptability criteria set forth in HUD Section 8 Existing Housing Handbook, with one exception. Unvented heaters may be permitted in units participating in the program, by prior approval from the Area Director of the Department of Housing and Urban Development Area Office, dated Aug. 11, 1977, providing the appropriate waiver.

The HPO has initiated the following policy to insure that units meet the Interior Air Quality requirements of 5.4 (72) (2) "The unit must have adequate air circulation." Units that have not been provided air conditioning unit or evaporative cooler by the landlord will be required to have sufficient screens on exterior doors and windows at the time of their initial inspection to provide ventilation.

All units are required to have sufficient weatherstripping and insulation to insure the unit is free of drafts. Inspections will be made of each unit by the Housing Inspector and each unit must pass inspection prior to execution of the Lease and Housing Assistance Payments Contract. The owner will maintain the unit in compliance with those requirements during the term of the lease. The family may select a unit smaller or larger than their allocation, if approved by the PHA in accordance with HUD regulations regarding overcrowding.

B. Both the landlord and the tenant are encouraged to be present at the inspection. An inspection report for every inspection, will be prepared and maintained in the family's files. All defects or deficiencies which must be corrected by the owner before the contract can be executed will be listed. It is the tenant's ultimate responsibility to make sure that the repairs are correctly made within the allowable time period because the tenant only has a certain amount of time to secure housing that meets the HQS - requirements.

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If, as a result of the reinspection, the inspector determines that the dwelling unit is still unacceptable to the program, the inspector will notify the family and advise them to secure acceptable housing.

1) Initial Inspection, Before approving a lease, the HPO will inspect the dwelling unit for compliance with Housing Quality Standards to ensure that the unit meets HQS and is decent, safe, and sanitary. If, as a result of the initial inspection, the HPO determines that the dwelling is approvable, a Housing Assistance Payments Contract and Lease will be executed.

2) Re-examination Inspection. Annual inspections will be made of each unit prior to the end of each 12 month period of the Lease and Housing Assistance Payments Contract. If the unit passes the inspection, the HPO will continue payments and execute an Amendment to Lease and Contract. However, if the UPO determines that the unit has failed inspection and that the owner has not properly corrected the defects or deficiencies, the HPO will suspend the Housing Assistance payments to the owner. The UPO will also advise the family that the HPO will issue to the family a new certificate of Family Participation and may assist the family in finding a new dwelling unit if the family wishes to move.

If the family decides not to move but to enter into a separate lease with the owner, the HPO will terminate the assistance to the family in accordance with the Housing Assistance Payments Contract.

VIII. LEASE APPROVAL AND HOUSING ASSISTANCE PAYMENT CONTRACT EXECUTION.

A. The HPO staff will make every effort to determine that the rent requested by the landlord for Section 8 participants is reasonable and within the Fair Market Rents. (The HPO may pay a rent that is up to 10% higher than the FMR on up to 20% of its allocations, so long as this higher rent is reasonable.) A comparability rental study conducted by the HPO is frequently updated and consistently referred to in order to ensure that rent requests are comparable to similar unassisted units in the area.

The HPO will examine the following for the purpose of determining rent reasonableness:

- 1) Rents for the other units in the community which do not receive Section 8 assistance or any other type of rental assistance.
- 2) Any rental information obtained from classified advertisements in the newspapers and from adjacent apartment complexes.

B. Once the unit passes the Housing Quality Standards inspection and the contract rent has been determined, the HPO will have the tenant and landlord sign an approved Lease. If the landlord does not wish to use the HPO-provided lease, the HUD Lease Addendum will be attached to the landlord's Lease Agreement. The HPO will also execute a HAP Contract in the Ex I - I I Hq linus inq Prog r-im

IX. PAYMENTS

Once a HAP contract is executed for a unit, the unit is put into the HAP program. Each month the landlord will receive a HAP Payment check (tenant may receive a utility reimbursement check). The check will state the amount of the HAP Payment, the period for the payment and the name

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and file number of the tenant. A check register will be provided to

the Housing Officer as a control mechanism to provide a checks and balances on the disbursement of the HAP Payment funds. All checks are mailed pre-paid first class, unless the payee requests to pick up the check at the HPO office.

- A. A HAP Register is used as a basis for monitoring the accuracy and timeliness of payments.
- B. The Housing Manager/Inspector maintains a rent roll for monthly charges to be made to the HAP Register.

X. TENANT MOBILITY AND PORTABILITY

A. Under the Existing Program, it shall be the policy of the HPO to allow tenants to move from one assisted unit to another under the Program as long as the tenant family does not violate the provisions of the Lease and the Certificate. The HPO will issue another Certificate of Family Participation to the tenant, as long as they follow these procedures.

B. All Section 8 Housing Programs during the first year of the Lease and HAP Contract may have the contract cancelled by the mutual agreement of the landlord and the tenant. Furthermore, the HPO will not issue a new Certificate of Family Participation if:

- 1) The family moves out without giving proper notice to the owner and the HPO, or
- 2) The HPO determines that the owner is entitled to payment under the Section 8 Housing Programs for tenant caused damages and br vacancy loss, if eligible, or
- 3) The family notifies the HPO that they wish to voluntarily terminate their assistance.

XI. THE HPO'S ROLE REGARDING EVICTIONS

For those contracts executed after October 1981 the HPO will have involvement in the eviction process. The landlord may evict the tenant from the unit only by instituting court action. The landlord must noti fy the HPO, in writing, of the commencement of procedures for termination of tenancy, at the same time that the landlord gives notice to the tenant under State or Local Law.

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XIII. REVIEW OF FAMILY CIRCUMSTANCES, RENTS, UTILITIES, AND HOUSING QUALITY

A. The HPO maintains a listing of units under contract by month to insure systematic reviews of contract rent, allowances for utilities and other services, and housing quality in accordance with the requirement for annual re-examination. Monetary changes are transmitted to the computer service to affect a change in the next rental payment.

B. A survey of utility rate increases within the Region is made annually and the schedule for Utility Allowances and Other Services is adjusted by the Housing Manager as needed, at the time the Fair Market increases are published by HUD.

C. Requests from families for reviews and/or inspections of units are h:ndled in a t.mely manner. If the qua tity control ~:heck of files reveals

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XII. INFORMATION AND ASSISTANCE FOR PARTICIPATING FAMILIES

- A. The Housing Manager/Inspectors are available to help with problems reported by participating families.
- B. A listing of units available to Certificate holders is compiled for families seeking units to rent or families wishing to relocate under the program.
- C. The Housing Department maintains current information on social service agencies in the area.

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a need for a special review, one is promptly performed. Files which have been marked "unstable" because of fluctuating family circumstances are reviewed regularly until the situation stabilizes.

Re-exams are done annually, 12 months from the date of their last annual re-examination or at the anniversary of the family's initial entry into the program.

D. Re-examination, other than annual, for the purpose of adjusting the Total Tenant Payment are scheduled as follows:

- 1) For families with zero income, re-examination is scheduled every 30 days
- 2) For families whose annual income cannot be projected with any reasonable degree of accuracy, re-examination shall not be less than every 30 days limit.
- 3) For families where an error was made at admission or reexamination (Family will not be charged retroactively for error made by Housing personnel).
- 4) An increase is requested in compliance with MUD regulations.
- 5) For families whose rent has been based on false or incomplete information supplied by applicant.
- 6) For families who request a review due to a decrease income or increase in allowable expenses.
- 7) For families who have had their rent reduced under a previous interim re-examination.
- 8) For families who have added and/or deleted member (s) of their household from the original family composition.
- 9) For families whose income source has changed.

EXCLUSIONS TO THIS REQUIREMENT ARE:

- a. Changing from one full time employer to another, income remains the same.
- b. Receipt of an increase in social security or SSI benefits not due to a re-evaluation of benefits.

E. Families are required to report changes in their income or family composition described above within 30 days of the effective date of the change.

F. The Certificate holder will be informed that any changes that will result in a reduction of the Total Tenant Payment will be effective on the 1st of the following month in which it was reported.

G. Increases in the Total Tenant Rent will be effective 30 days after the next rental due date following verification of the change. Retroactive increase are charged when a certificate holder has failed to provide information within the required time period noted in XIII.E.

H. Families are required to complete a re-exam within 30 days from the date of income change, regarding an increase in income or decrease in expenses, regardless of source, when the family has previously received a reduction in the total Tenant Payment as a result of an interim redetermination

XIV. TERMINATION AND FAMILY MOVES

A. Briefing sessions emphasize the family's responsibility to give the owner an advance notice of 30 days written notice of intent to move.

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B. Owners are required to follow eviction procedures consistent with their contract, and must comply with the requirements of Federal, State and local law.

C. If the family has committed fraud or misrepresentation in connection with the Section 8 Existing Program, the HPO may terminate assistance and cancel the HAP Contract. The HPO will make every effort to recover any overpayments made as a result of tenant fraud or abuse.

D. If the landlord has committed fraud or misrepresentation in connection with the Section 8 Existing Program, the HPO terminates the HAP Contract and reviews the circumstances and family's involvement to determine if the family is eligible for recertification to relocate to another unit with continuation of assistance. The HPO makes every effort to recover any overpayments made as a result of landlord fraud or abuse.

E. If the HPO has found it necessary to terminate the HAP Contract due to owner's failure to respond to notification that a unit no longer meets the minimum Housing Quality Standards and the current Section 8 tenant has found it necessary to move in order to continue receiving assistance, the HPO will not approve the unit for a HAP Contract with a new Certificate holder for a minimum of one year and upon receiving assurances from the owner that they will fulfill the requirements of the minimum Housing Quality Standards in the future.

F. Owner's claims for payment for loss of rent, for damages, or for vacancy loss under the Section 8 Existing Program are reviewed for accuracy and completeness and compared with internal records on the unit such as initial inspection report and on-site move-out inspection. The HPO checks tenant files to ascertain if the family gave proper notice of its intent to move.

1) To claim vacancy loss, the landlord must meet the minimum requirements of having notified the HPO of vacancy and an ad shall have been placed in the local newspaper offering the unit and the unit must have been listed with the HPO for rent. A copy of the advertisement and the dates advertised at time of submission of damage/vacancy loss claim can be required by the HPO. No Eligible tenant may have been denied housing in order for owner to claim vacancy loss.

2) To claim unpaid rent, landlord must have informed the HPO that tenant has not paid their portion of rent in the month that payment has been omitted and taken action provided under the contract/lease to remedy the situation. Unpaid rent claims for the months prior to the month in which move-out occurs will not be approved unless this notification has been received and is part of the file records.

3) All claims for damages must be supported by the actual bills for repairs and materials and labor, and a copy of the cancelled checks showing payment. Estimates for repairs or replacement of items are not acceptable. Bills from individuals providing labor must include their name, address and phone number. The landlord

may not bill himself for labor since that is not considered by the HPO to be an "actual cost."

4) Proof or verification that owner has attempted to collect any

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monies owed directly from tenant may be required by the HPO

Costs of filing eviction and forcible detainer to remove tenant from premises when they have violated their lease shall not be considered a "damage" to said unit and should not be included in the listing of said damages for reimbursement.

5) All damage claims must be submitted within 30 days of the date of the move-out.

6) If the Security Deposit is insufficient to reimburse the Owner for the unpaid Tenant Rent or other amounts which the Family owes under the Lease, or if the Owner did not collect a Security Deposit, the Owner may claim reimbursement from the PHA for an amount not to exceed the lesser of:

a. The amount owed the Owner, or:

b. For the Certificate Program two month's Contract Rent:

minus, in either case, the greater of the Security Deposit actually collected, or the amount of Security Deposit the Owner could have collected under the program (pursuant to Section 882.112 (a)).

Any reimbursement must be applied first toward any unpaid Tenant Rent due under the Lease, and then to any other amounts owed. No reimbursement may be claimed for unpaid rent for the period after the Family vacates.

G. When a HAP Contract is terminated and the family does not continue in the program, the HPO promptly issues a Certificate of Family Participa to the family next in line on waiting list. The HPO also makes prompt referral of Certificate holders to units still under contract which have become vacant, so as to reduce vacancy loss claims.

COMPLAINTS AND APPEALS

A. The HPO responds promptly to complaints by families or owners and investigates. Each complaint regarding physical condition of the units may be reported by phone to the Inspection section. Anonymous complaints are checked whenever possible.

B. Appeals by applicants concerning the HPO determinations denying assistance (including denying listing on the waiting list and participation in the program for issuance of a Certificate) are handled by Informal Review as outlined in 24 CFR 882.216 (a). Request for a Review must be made within ten (10) days of the date of the written notification of denial of assistance. The Informal Review shall be conducted by HM/T The applicant will be given the option of presenting oral or written objections to the decision in question. A notice of the Review Findings shall be provided in writing to the applicant and shall include a brief explanation of the reasons for the final decision.

C. IT shall be the policy of the HPO to respond to complaints from either families or owners. Appeals by participants of the City of Merkel Section 8 Existing Housing Assistance Payment Program shall be handled as outlined in CFR Section 882.216 (b) informat hearings.

1) The HPO will thoroughly investigate all complaints which may include an inspection of the dwelling unit.

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2) Upon receipt of a complaint, the HPO will notify the landlord. The notice will include the nature of the complaint; what remedial or corrective action is required (including termination of the HAP Contract or assistance to the family); and the time within which the actions must be completed.

3) Follow-up to any notification or request for corrective action to determine whether the proper actions requested by the HPO have been taken by the appropriate party.

4) Document the owner's and the family's files of all findings, notices and final actions.

D. The HPO will respond to each written request for an appeal in a fair and timely manner. The HPO appeals procedure as follows:

1) Require all requests for appeals to be submitted within ten days from the date of notification of any proposed action. All requests for appeal hearings must be in writing.

2) Schedule the appeal within ten days from the date the request is received.

3) The hearing will be conducted by a person or persons designated by the Director of Planning and other than a person who made or approved the decision under review or a subordinate of such person.

4) Take detailed notes of all procedures at the appeal.

5) Ensure that all records and documents concerning the matter are kept on file at the HPO office.

Information concerning the tenant's right to appeal (when a hearing is necessary) is presented in the briefing packet.

MONITORING PROGRAM PERFORMANCE

A. Monthly statistical reports are maintained and monitored for reviewing the waiting list, the outstanding Certificates of Family Participation, and the HAP registrar to assure achievement of the outreach goal and leasing schedule.

B. changes in approach are initiated on an as-needed basis. subject to program regulations and funding limitations.

OCCUPANCY POLICY FOR THE
HOUSINS AUTHORITY OF THE CITY OFMerkel

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This Policy is established in order that the Authority will meet its responsibility pursuant to the United States Housing Act of 1931, as amended, Title VI of the Civil Rights Act of 1964 and all other civil rights regulations promulgated by the U.S. Department of Housing and Urban Development (HOD), Annual Contribution Contract, and State and local laws.

This Policy governs admission and occupancy of public housing administered by the Housing Authority of the City of Dallas, hereafter called the Authority. 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, which provides suitable living environment and which fosters economic and social diversity and upward mobility. HOD has approved this policy and will periodically re-evaluate it.

The Authority will not discriminate on the basis of race, color, creed, national origin, religion, age, sex or handicap in any phase of the occupancy process. The occupancy process includes, but is not necessarily limited to, application processing, leasing, transfers, delivery of management and services, access to common facilities, treatment of tenants, and termination of occupancy. There shall be no intimidation or retaliatory action by this participation in civil rights activities or for having asserted any civil rights under statute, regulation, or requirements pursuant thereto. Further, the race, color, or national origin of the tenant; of the dwelling units or of the staff shall not be a factor in the assignment of managers and other staff responsible for the administration of the dwelling units.

The Authority periodically will review its policy and procedures to assure compliance with housing legislation and civil rights requirements (including Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1915, and Executive Order 11063).

2.0 DEFINITIONS

2.1 Adjusted Income

Annual Income less

e. monthly amounts by 12

7. To annualize income from other than full-time employment, multiply:

- a. hourly wages by the number of hours the family expects to work
- b. average weekly amount; by (the number of weeks the family expects to work
- c. other periodic amount; (monthly, weekly, etc. by the number of period; the family expects to work.

3. If the source of income will not continue for the full 12 months, this Authority will calculate the annual amount 'as if it were to be received for the entire year. For instance, if a family will receive 36 weeks of unemployment at \$100/week, multiply that amount by 52 weeks to arrive at annual income. When the income source ends the family should request an adjustment of the amount.

P. Income include, but is not limited to:

I. the total amount, before any payroll deductions, bonuses and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

2. The net income from operation of a business or profession; Expenditures for business expansion or amortization of capital indebtedness; shall not be used as deductions in determining net income. An allowance for depreciation of asset; used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulation;. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

3. interest, dividends, and other net income of any kind from real or personal property; Expenditures for amortization of capital indebtedness shall not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (2) of this section. Any withdrawal of cash or asset; from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the Family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Asset; or a percentage of the value of such Asset; based on the current passbook saving rate, as determined by IWO.

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pension, disability or death benefits and other similar type; of periodic receipt, including a lump-sum payment for the delayed start of a periodic payment;

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (see paragraph C.3 of this section);

6. Welfare Assistance. 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 in income shall consist of:

- a. The amount of the allowance or grant exclusive of amounts specifically designated for shelter and 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 paragraph shall be the amount resulting from one application of the percentage;

1. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts; received from person; not residing in the dwelling.

d. semi-monthly; (s by 71

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8. All regular pay, special pay and allowances of a member at the (mu~d Fortes (whether or not living in the dwelling) who is head of the Family, or other person whose dependents are residing in the unit (Income Exclusions, Part C., paragraph of this section);
9. Any earned income tax credit to the extent it exceeds income liability;
10. Earned income of full-time students 18 years of age or older;
11. Lottery winnings paid in periodic payments;

- 13. Income of temporarily absent family members; After determining ...at such persons are, include all of their income, even though part of it may not be available to the household.
- 14. Income of persons permanently confined to a hospital or nursing home; Such persons become head of household. The family's choice of:
 - a. Including the confined person; income and taking advantage or any deductions for which the confined person would qualify; or
 - b. Excluding both income and deduction; attributable to the confined member.

C. Annual Income does not include the following:

- 1. Income from employment of children (including foster child) under the age of 10 years;
- 2. Payment; received for the care of foster children;
- 3. Lump-sum additions to Family assets, such as Inheritance; insurance payments (including payment; under health and accident insurance and worker's compensation), capital gains settlement for personal or property losses (see paragraph 8.5 of this section);
- 4. Amounts received by the Family that are specifically for, or reimbursement of, the cost of medical expenses for any family member;
- 5. Income of a Live-in Aide, as defined in Section 2.22;
- 6. Amount; of educational scholarships paid directly to the student or to the educational institution, and amounts saved by a veteran for use in meeting the cost; of tuition, books and equipment, materials, supplies, transportation, and miscellaneous personal expense; or student. Note: Any amount of such scholarship; or payment to a veteran not used for the above purposes that is available for subsistence included in income;
- 7. the special pay to a Family member serving in the Armed Forces; who is exposed to hostile fire; (see Part 8., Paragraph 8, this Section).

B. Amounts received under training programs funded by HOD;

- 9. Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefit; because they are set aside for use under the Plan to Attain Self-Sufficiency (PASS);
- 10. Amounts received by a participant in a publicly assisted program; which are specifically for reimbursement of out-of-pocket expenses incurred (special transportation, clothing, transportation, child care, etc.) and which do not solely allow participation in a specific program;

II. Temporary, nonrecurring or sporadic income (including gift); or

1. Amounts received from programs funded in whole or in part under the Job Training Partnership Act (JTPA);

- 13. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefit; under a category of assistance programs that includes assistance under the 1931 Act. The following type; of Income are subject to such exclusion:

- a. Relocation payment; made under Title 11 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4621-4630);

b. the value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2011-2029);

b. the value of the allotment provided to an eligible household for coupons under the **Stamp** Act of 1911 (17 U.S.C. 2011-2029);

- b. **Inc** value of the stock (Section 1011(b) of the Internal Revenue Code (2011-2029));
- c. Payments to volunteers under the Domestic Volunteer Service Act of 1913 (42 U.S.C. 4951-49931);
- d. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626a);
- e. income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
- f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8629);

Commission or the Court of Claims (75 U.S.C. 1401-1414) or an Indian tribe by the Secretary of the Interior (25 U.S.C. 111

I Amount; of scholarships funded under title IV of the Higher Education Act of 1965 that are used in excess of the cost of attendance at an educational institution (See 24 F.R. 21.1 R)(6), 236.1 (c)(b), 813.106(c)(6) and 913.106(RH6)).

k. Payments received from program; funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056(f)).

2.3 Application for Admission

A written form to be signed and dated by an adult member of the Family which includes information the Authority needs to determine whether the family can be admitted in accordance with Section 4.0. The format for this basic information is attached hereto as Appendix I.

7.4 Child Care Expense;

Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. Reasonable childcare expense; as defined by the Authority should not exceed 125 per week per child. Child care expenses will not be deducted from income when the family is reimbursed for these expenses. When there is an unemployed adult household member in the family, child care expenses will not be counted.

7.3 Dependent

A member of the family household (excluding foster children) other than Family head or spouse, who is a minor or a Disabled Person, an Individual with Handicap, or is a Full-time Student. Where the child is not a member of the Immediate Family, to include the child as a family member, the head or spouse must have legal guardianship.

2.6 Disabled Person

A person under a disability as defined in Section 723 of the Social Security Act (42 USC 423) or in Section 102 of the Developmental Disabilities Service; Facilities Construction Amendments of 1970 (42 USC 2691 (1)).

7.1 Displaced Person

A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

7.8 Due Process Determination

Legal procedures for judicial eviction under State and local law require that a tenant must be given the opportunity for a hearing in court which provides the basic element; of due process before eviction from the apartment. [FR 966.2 Definitions).

2.9 Elderly Family

A Family whose head or spouse (or sole member) is Elderly, Disabled, or an Individual with a Handicap and/or Handicaps. It may include two or more Elderly, Disabled, or Individual; with Handicaps living together; or one or more of these person; living with one or more Live-in Aides.

2.10 Elderly Person

A person who is at least 67 years of age.

2.11 Elements of Due Process

- the court procedure; for eviction under State and local law require all of the following ~~by~~ **before** from

2.) Elements of Due Process

The court protocols for eviction under Stile and local law require all of the following before eviction from the apartment. (FR 966.2 Definition)

A, (hepparlun)ly for a hearing on the existence of serious or repeated lease violation or other good cause. (III)

.. Advancnotite of the~rlnq, and of the alleged reason; for eviction.

I

b. The action occurs despite an applicant having met all previously imposed conditions or occupancy;
A Family whose Annual Income does not **exceed 60 percent of the median** income by Family size for the area, as determined by HUD.
Attached hereto as Appendix ,~I

b. The action occurs despite an applicant having met all previously imposed conditions or occupancy;

2.24 lower **Income**
Family

729—715 (odd) N 1st

A Family whose Annual Income does not exceed 60 percent of the median Income by Family size for the area, as determined by the

Appendix „LI

expenses

Those medical expenses, including medical insurance premiums, that are anticipated during the period Annual Income is computed **and that are** not covered by insurance.

minor is a person under the age of legal competence unless determined by State law.

Adjusted Income

I.

One-twelfth Annual Income.

2.29 Net Family Assets

Net cash value after deducting reasonable costs that would be incurred in disposing of real and personal property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and equity account; In IWO home-ownership programs. Generally, the value of necessary items of personal property such as furniture and automobile shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual income under Section 2.2.) In determining Net Family Assets, the Authority shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale), during the two years preceding the date of application for the program or reexamination; and in the case of a disposition as a part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

7.30 PAYING MORE THAN 50% OF FAMILY INCOME FOR RENT.

A. Definition of rent for the purpose of this section, redefined as:

- (1) The actual amount due, calculated on a monthly basis, under lease or occupancy agreement between a family and the family's current landlord; and
- (2) In the case of utilities purchased directly by the family from utility providers,
 - a. (the Authority's reasonable estimate of tenant purchased utilities (not to include telephone and/or cable television) and the other housing services that are normally included in rent; or
 - b. If the family chooses, the average monthly payment that it actually made for these utilities and services for the most recent 12-month period or, if information is not obtainable for the entire period, then the applicant may provide the information for the most recent 6 month period.

6. For purpose of calculating rent under this section, amount paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.

C. In the case of an applicant who owns a manufactured home, but who rents the space upon which it is located, rent under this section includes the monthly payment to amortize the purchase price of the home, as calculated in accordance with IWO's requirement.

D. In the case of members of a cooperative, rent under this section means the charges under the occupancy agreement between the members and the cooperative.

E. Verification for applicant's applying for the preference of applicants paying more than 50% of family income for rent are; Third party verification of income in accordance with prescribed instruction; and procedure. In order to determine the amount being paid for rent, the family must furnish copies of its most recent rental receipts (cancelled check; or money order receipts) or current lease or occupancy agreement, or by contacting the landlord or agent directly.

7.3) Public Housing

housing assisted under the U.S. Housing Act of 1931 (42 U.S.C. 1437 et seq.) other than housing assisted under section 8 or section 17 of the U.S. Housing Act of 1931, 'Public Housing' includes housing assisted under the assisted Housing programs under section 73 or section 10(c) of the U.S. Housing Act of 1937 in effect before amendment by the Housing and Community Development Act of 1974. However, Public Housing does not include Indian Housing.

2.25 Monthly Income

7.32 Reasonable Accommodation

2.25 Monthly Income

aaenament ny tflP Housing anuLomunx(yurvr.up.enL+su. 4,44.

Indian Housing.

2.32 Reasonable Accommodation

Re~onable accommodation is making alteration; o~ adaptation; to provide access to otherwise ~~qualified~~; with Handicaps in the use of the program and facilities, without causing undue hardship or substantially altering the program or activity.

2.33 Rent

For the purposes of verification ~~to~~ **federally mandated** preference' set out in paragraph B of Section 4,5, rent is defined act

2.25 Monthly Income

- I. the Authority's reasonable estimate of tenant-purchased utilities (except telephone and television cable) and the other housing service; they are normally included in rent; or
- . If the Family chooses, the average monthly payments actually made for these utilities and service; for the most recent 12-month period, if Information is not obtainable for the entire period, for the most recent month period.

7.34 Single Person

Single Person is a person living alone or intending to live alone and who does not qualify as a Family member.

or a Displaced Person as defined in this section or as the remaining member of a tenant Family.

2.35 Spouse

One's husband or wife.

2.36 Standard Permanent Replacement Housing

standard, permanent replacement housing is housing that is:

- A. Oriented, safe, and sanitary;
- B. Adequate for the family size, (Reference 4.) (D)).
- C. Family occupied, under a lease or occupancy agreement.,

Such housing does not include transient facilities, such as motels, hotels, or temporary shelter; for victims of domestic violence or for homeless families (Section 2.37), and in the case of domestic violence referred to in paragraph P of Section 2.21, does not include the housing unit in which the applicant and his applicant's spouse or other member of the household who engages in such violence, live.

7.37 Substandard Housing

A. A unit is substandard if it:

- II) Is dilapidated;
- (7) Does not have operable indoor plumbing;
- (3) Does not have a usable flush toilet inside the unit for the exclusive use of a Family;
- (4) Does not have a usable bathtub or shower inside the unit for the exclusive use of a Family;
- IS) Does not have electricity, or has inadequate or unsafe electrical services;
- (6) Does not have a safe or adequate source of heat;
- (1) Should, but does not, have a kitchen; or
- (8) Has been declared unfit for habitation by an agency or unit of government.

6. A housing unit is dilapidated if it does not provide safe and adequate shelter, and its present condition is such that it is a health, safety, or well-being hazard to the Family, or it has one or more critical defects, or a combination of defects in sufficient number or extent to require considerable repair or rebuilding.

F. In the case of utility caused directly by tenants from utility, a,

- (I) The defect may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

•: 'i ~

C. For purposes of this section, an applicant who is a **homeless family** is living in substandard housing. includes any individual or Family who:

includes any individual or Family who:

(1) Should, it does not, have a license,

(8) Has been declared unfit for habitation by an agency or unit of government.

6. A housing unit is dilapidated if it does not provide safe and adequate shelter, and its present condition endangers the health, safety, or well-being of a family, or it has one or more defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding.

(1) The defect; may involve original construction, or may result from continued neglect or lack of repair or from serious damage to the structure.

C. For purposes of this section, an applicant who is a 'homeless family' is living in substandard housing. For purposes of the preceding sentence, a 'homeless family' includes any individual or family who:

(1) lacks a fixed, regular, and adequate nighttime residence; and

(2) Has a primary nighttime residence that is:

a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill);

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F. In the case of utilities provided directly by tenants from utility providers,

e. in public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

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e. A 'homeless family' does not include any individual imprisoned or otherwise detained pursuant to an act of Congress or State law.

(3) For purposes of this section, Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

0. For the purpose of administering this policy, substandard housing shall be any house or building that does not meet the minimum housing codes of the City of Merkel, Texas and has been declared substandard by said entity.

E. Verifications for applicants applying for the preference of substandard housing; Consists of certification from a unit or agency of government or **from an applicant's present landlord that the** applicant's unit has one or more of the deficiencies listed, **from** a public or private facility that provides shelter for homeless individuals or from the local police department.

7.38 Tenant

The person operates who execute the lease with (his) Authority.

7.39 Tenant Rent

The amount payable monthly by the Family as rent to the Authority for occupancy of a unit as defined in, and determined in accordance with 24 CFR Part 913. Where all utilities and other essential housing services are supplied by the Authority, Tenant Rent equals total tenant Payment. Where some or all utilities and other essential housing services are not supplied by the Authority, and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

7.40 termination of Tenancy

Termination of the legal right to occupancy of the apartment. Termination of tenancy includes a decision not to renew the lease at the end of the lease term.

2.41 Total Tenant Payment

the monthly amount calculated under A below. Total Tenant Payment does not include charge for excess utility consumption or miscellaneous charges.

A. Total Tenant Payment for a Family whose initial lease is effective on or after August 1, 1982, shall be the highest of the following, rounded to the nearest dollar:

i. Total Monthly Adjusted Income;

7. Total Monthly Income; or

3. Welfare assistance set out in 24 CFR 913.107 (A)(3), (Not applicable to any Authority in Region VI.)

7.4? Utilities

Utilities are water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection, and sewage services. Telephone and/or Television Cable service is not included utility.

Inic 3naUzed; or

2.43 Utility Allowance

If the cost of utilities and other housing services for an assisted unit not included in the Tenant Rent b
is the responsibility of the Family occupying the unit, amount equal to the estimate made or approved by I

Authority or IWO, under 24 CFR Part 965, of the monthly cost of a reasonable consumption of such utilities a

ntpr service: for the unit by an energy-conservation household of modest circumstances; with t

Included; or

If the cost of utilities and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate or approved by the Authority or IWO, under 24 CFR Part 965, of the monthly cost of a reasonable consumption of such utilities and other service; for the unit by an energy-conservation household of modest circumstances consistent with requirements of a safe, sanitary, and healthful living environment, the schedule of utility allowance is attached as Appendix 7.44 Utility Reimbursement.

The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the total Tenant Payment for the Family occupying the unit.

2.4S Very Low-Income Family

2.46 Veteran

Veteran is a person who served in the active military, naval, or air service and who was discharged therefrom under conditions other than dishonorable.

7.41 Welfare Assistance

Welfare or other payment; to Families, based on need, that are made under programs funded, separately or jointly, by Federal, State or local

3.0 DETERMINATION OF ELIGIBILITY AND SUITABILITY

The Application for Admission and Record of Applications/Community-Wide Waiting List (hereinafter called 'Community-Wide Waiting List') constitute the basic records of each Family applying for admission. The information submitted by each applicant shall be verified to assure that the information upon which eligibility and suitability for admission are made full, true, and complete. The Authority will indicate on each Community-Wide Waiting List either that the applicant meets all of the requirements governing admission set forth in Section 4 or that the applicant does not meet the requirement; and is ineligible for admission.

If the Authority determines the applicant is ineligible, the Authority shall promptly notify the applicant. When requested, and within a reasonable time after the determination is made, the applicant shall be provided an opportunity for an informal hearing. A reasonable time for the purpose of this paragraph is 10 days

An applicant certified for admission, yet determined to be ineligible and if the leasing interview will not be admitted,

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

4.0 ADMISSION AND SELECTION

4.1 Overall Income Eligibility for Admission

No Family other than a Lower Income Family shall be eligible for admission in accordance with the provisions of

24 CFR 913.104 and, 913.105 set out generally below:

A. Admission to units available before October 1, 1901;

Section 4 of the United States Housing Act of 1937 (42 USC 1437n) ('The 1937 ACT') provides that not more than 25 percent of the dwelling units that were available for occupancy under public housing Annual Contribution; Contracts taking effect before October 1, 1981, and those on or after that date, shall be available for leasing by lower Income Families other than Very Low-Income Families. HUD reserves the right to limit the admission of Lower Income Families other than Very low-Income Families to these units.

P. Admission to Unit's Available on or After October 1, 1981;

Section 10(b) of the 1937 Act (42 USC 1431n) provides that not more than five percent of the dwelling units that initially were available for occupancy under public housing Annual Contributions Contracts on or after October 1, 1981, shall be available for leasing by lower-Income Families other than Very Low-Income Families. No Lower-Income Family other than a Very Low-Income Family shall, after July 1, 1984, be approved for admission to any unit in a Public Housing or Indian Housing project for which initial occupancy began on or after October 1, 1981, except with the prior approval of HUD.

4.7 Application;

A. A Completed, Signed, Application for Admission, as defined in Section 2.3, is required for a person to be considered for admission. Applications for Admission will be accepted only between _____ and _____.

hours of 9:00 a.m. and 3:00 p.m. _____

the area, as determined by HUD attached hereto as Appendix 11,

At the following address 331 North 1st

Merkel, Texas

the area, as determined by HUD, attached hereto as Appendix 11,

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- E. The Authority will keep a copy of each tenant's application for admission to housing in the tenant's file. Any other occupancy information the Authority collects must be retained, for at least three years; or until audited by HUD, whichever occurs later. This will include data on current and tenants' applications from people who were never admitted.
- F. If an applicant has participated in any of the programs administered by this Authority or any other Housing Authority or Housing Agency, the program in violation of Program Rules, such as: owing unpaid rent, damages, vacancy loss, rent paid on a vacant apartment, etc., will not be eligible for further assistance until the funds are repaid.

4.3 Record of Applications/Community-Wide Waiting List

- A. The applicant's name will be placed on a Community-wide Waiting List based on the date and time the application was received by the Authority. The Authority will maintain the Community-wide Waiting List by the required number of bedrooms. The Authority also will indicate on the Community-wide Waiting List the following about each applicant's family:
 - (1) Race/ethnicity
 - (2) Determination of eligibility or ineligibility for selection (Section 4.2) and screening (paragraph A. of Section 4.5)
 - (3) Preference determination (paragraph C. of Section 4.5).
 - (4) Previously assigned to dwelling unit and identification of unit to which assigned, or date and unit offered and rejected with reason for the rejection noted.
 - (5) Reason for removing applicant from consideration for housing, i.e., upon applicant's request, failure to communicate continued interest, applicant no longer qualifies.
- P. Consistent with the objective of Title VI of the Civil Rights Act of 1964, other statutory requirements, HUD regulations, and policies, offers from the Community-wide Waiting List to appropriate-sized units will, be made after preferences outlined in paragraph C. of Section 4.5 are applied.

4.4 Eligibility for Admission

Eligible applicants for admission for housing with the Authority are those:

- 4. Who qualify as a Family as defined in Section 2.13; however, prior to admission of a Single Person, they must obtain authorization from HUD; and
- P. Whose Annual Income does not exceed the applicable income limits for admission established by the Department of Housing and Urban Development and utilized by the Authority. Hereto attached as Appendix 11-I

This Authority does not have permission from HUD or provisions in its policies to house single persons:

4.5 Screening, verification, selection of applicants and tenant assignment

4. Screening

- I. Eligible applicants will be screened and those who meet the screening criteria will be considered suitable for housing. Those applicants meeting screening criteria are those:
 - a. Whose past performance in meeting financial obligations, especially rent is satisfactory;
 - b. Who have no record of disturbance of neighbors, destruction of property, living or housekeeping habits that adversely affect the safety, or welfare of other residents; and

the area, as determined by HUD attached hereto as Appendix 11,

- c. Who have no history of criminal activity involving crimes of physical violence to persons or other criminal acts that adversely affect the health, safety, or welfare of themselves or other resident; This include;, but is not limited to, the possession, use of illegal substance;.

the area, as determined by HUD attached hereto as Appendix 11,

- ε. Who have no history of criminal activity involving crimes of physical violence, property or other criminal acts that **adversely affect the health, safety, or welfare of themselves or** other residents. This includes, but is not limited to, the possession, sale, or use of illegal substance;

In the event of receipt of unfavorable information regarding conduct of the applicant, the Authority will consider to the time, nature, and extent of applicant's conduct and to factor; that indicate a reasonable probability of favorable future conduct or financial prospects in determining eligibility of applicant. Factors to be considered in each case will include the following:

- a. Evidence of rehabilitation;

the area, as determined by HUD attached hereto as Appendix 11,

IL. Veil in't lou (See Appendices III a, b, c)

1. In conjunction with the application process, the Authority shall require whatever documentation is needed to verify information the applicant has provided. The applicant (and other family members as the Authority designates) may be required to execute a release and consent form(s) authorizing any person, firm, or association, including any federal, state, or local agency, furnish or release to the Authority such information as the Authority determines to be necessary. Verification of eligibility, suitability, and federally mandated preferences, along with any other information, is to be accomplished through evaluation of information submitted by the applicant or received from third parties.
2. Verification of federally mandated preferences shall be in accordance with 24 CFH 960.211.
3. Any request by the Authority to the applicant or third party for verifying'

- documentation must state in definite and clear terms the character, source, and content of documentation sought.

C. Selection

In selecting residents from among eligible applicants who meet the minimum criteria, first consideration shall be given to matching the size and unit offered to the Family's need. The Authority will take into consideration the needs of individual Families for Public Housing and the statutory purpose of the lower-income housing program.

Three federally mandated preferences take priority over all other preferences

These three preferences are:

a. Priority for displaced applicants (see Section 2.37)

- I. Applicants living in a HUD designated area (see Section 2.37), and

II. Applicants who have lived in public housing for more than 50 percent of their life.

III. Applicants who are currently receiving public housing assistance (see Section 2.30).

Preferences will be applied as follows:

Those applicants who qualify for any or all of the Federal Preferences who are: (a) occupying substandard housing, reference 2.37; (b)

- II. Applicants who have lived in public housing for more than 50 percent of their life.

the area, as determined by HUD, attached hereto as Appendix 11,
income for rent, reference 2.30. These applicants will be treated equally,
regardless of circumstance and will be housed according to date and time of
application with proper certification and verification.

the area, as determined by HUD attached hereto as Appendix 11,

3. The Authority shall adopt a system of income ranges (Broad Range of Income)-iii order to achieve and maintain in each project a resident body composed of families with a range of income and rent-paying abilities representative of the range of incomes of Lower-Income families in the Authority's area of operation. The Authority will determine the average rent necessary to maintain financial solvency and develop preferences or other means, such as community reach, to bring the Authority's actual distribution of rents closer to the target.

the area, as determined by HUD attached hereto as Appendix 11,

The Authority's Broad Range of Incomes will be reviewed annually and updated,

as needed. Current floor-to-ceiling ratio of income included as Appendix IV.

- Applicants will be interviewed or sought in order to fill the vacant units in the Broad Range of Incomes. The
- needed income range is the range in which there exists the greatest deficiency in actual number of tenants housed in said range. If more than one range has the same deficiency, highest income range will be considered first. The Authority will not allow vacancies to occur while awaiting higher-income tenants, when lower-income tenants are available and income distribution shall not result in any disparate treatment of, whether racial, ethnic, or any other protected group. Broad Range of Income Appendix,

4. Applicants who do not qualify for Part 2 of this section (Federal, July 1997)

- Applicants who do not qualify for Part 2 of this section (Federal, July 1997) of those applicants who do not actually receive income assistance

may be applicants who did not qualify for Part 2 of this section (Federal, July 1997) exception will, be for one year period to coincide with this Authority's fiscal year April through March 31. This 10% exception limit applies only to

where this Authority has qualifying applicants for Part 2 of this section, at the time assistance is granted. If there are no qualifying applicants for Part 2 of this section when the assistance is made to the non-preference holder, then that assistance does not count against the 10% limit. This 10% limit applies to each waiting list this Authority maintains. This 10% limit does not apply to each sub-list within a larger waiting list (such as units reserved for

bedroom size income range, etc).

- This 10% exception applies only to applicants who are initially receiving assistance. This exception does not apply to families who transfer from one (to another or from one program to another within This Authority's jurisdiction

separately

to be filed by the applicant.

The Authority has the right to make an exception to this stated order of preference. In not more than ten percent of the admissions in any one-year period. These exceptions will be determined by the Authority.

Upon denial of preference, the Authority promptly must provide written

notice to the applicant with reasons stated for such denials and the applicant has a right to meet with the Authority to review the decision.

D. Tenant Assignment

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1. The plan for the assignment of applicants to dwelling units is Plan A as follows:

This plan is not based on the distribution of vacancies in the Authority's

projects. The applicant is offered a suitable unit. If the applicant returns

1. The plan for the assignment of applicants to filling units is Plan A as follows:

This plan is not based on the distribution of vacancies in the Authority's

projects. The applicant is offered a suitable unit. If the applicant refuses:

- a. the applicant's name goes to the bottom of the waiting list.

The Authority's locations (sites) are listed under the definition, Section 2.23.1,

- a. All of the units shall be placed on the Authority-wide Waiting List (Section 4.3) in proper sequential order

considering preference without discriminating because of race, color, national origin, religion, creed, sex, age or handicap.

the applicant's list of preferences

type) that has vacated the longest, who lives in the Authority operates

one or multiple project locations or sites, and the applicant must accept the unit offered or be moved to the bottom of the community-wide Waiting List, with the listing date being the date of refusal, and

- 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, or age, and if:

(1) To the Authority's satisfaction, based on clear evidence, the

applicant is willing to accept the unit offered immediately 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 suitable vacancy will result in undue hardship; i.e., inaccessibility to source of employment or children's day care center...

2. If the unit vacated the longest is not so offered, the Authority shall

- determine and retain the reason why it was not offered (e.g., disrepair, cleaning, etc.).

4.6. Transfers The Authority shall maintain a list of Families (by number of bedrooms) that

- need to be transferred. The Family name shall be placed on this list, on the day the Authority becomes aware of Family relocation or other circumstances requiring a change. Families underhoused shall be given preference over families' overhoused. In the transfer process, families needing special consideration because of handicap or disability shall be accommodated before overhoused Families whenever possible. Transfers to other dwelling will be made as follows:

A. Tenants will be transferred to a dwelling unit of equal size, either within:

a location or city or between local forms or cities, only if available;

or hardships as determined by the Authority; and

13. Normally, transfers within a location or site or between locations or sites for family reasons, or to correct over/underhousing in a community will:

Section 4.1.1, shall have priority over new applicants. The Authority will not displace a Family residing in a unit too long to displace it to transfer.

into the waiting list if a need for transfer is identified.

separately

to be held by the Authority

unit.

4.7k

Resident Orientation,

Eligible applicants selected for admission will be required to participate

- in an orientation program conducted by the Authority to acquaint new resident _____ Families

with such items as: the policies, the lease agreement, maintenance

4.7 Resident Orientation

Eligible applicants selected for admission will be required to participate

in an orientation program conducted by the Authority to acquaint new resident families with such items as the policies, the Lease agreement, maintenance

- procedures, services provided by the Authority, grievance procedures, resident rights, responsibilities, and obligations, and the operation of heating/cooling;
- and plumbing equipment in the Units.

4.8 Income Limits

The income limits used by this Authority for admission to its sites are established by the Authority. Minimum income limits are established. Appendix II sets out the current income limits.

Residents of the Authority are to be charged Tenant Rent in accordance with 24 CFR Part 913.

4.10 Other Charges - The tenant will be charged for repairs and maintenance of the unit and for the cost

of all repairs of damages caused by carelessness, misuse or neglect on the part of the tenant or guest. Such charges will be for the actual cost of the materials and labor required. Periodically, the Board of Commissioners will adopt a list of the most common charges set out as Appendix attached here to.

4.11 (k) Occupancy Standards

To avoid overcrowding and prevent wasted space, units are to be leased in accordance with the occupancy standards set forth below. However, in the event

- that there are units which cannot be filled with families of appropriate size and type after all possible efforts have been made to stimulate application, eligible families of the most nearly appropriate size will be housed and will be moved to units of the proper size at the earliest possible date.

A. Dwellings shall generally be assigned as follows generally 2 persons

- No less than one, nor more than two persons per bedroom.
- Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, will have separate bedrooms.
- Children of the same sex will share a bedroom.

4. Children younger than 2 years old, will share a bedroom with single parents. Children 3 and over may share the same bedroom with an adult of the same sex at the discretion of the family.

5. Persons with verifiable medical needs or other extenuating circumstances may be provided a larger unit.

Minimum number of persons to be assigned by taking into account the following:

Family member, regardless of age, who is to be counted as person. 1/1/1 & u.t.

NUMBER OF ~

NUMBER OF PERSONS

MINIMUM MAXIMUM

(P)	1.	I
1	1	2
2	2	4
3	3	6
4	6 8	
	8	10

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These standards regarding the minimum and maximum number of persons who will occupy a unit will be applied within the restraints of financial solvency and program stability. Assignments of Families within the unit range indicated above will be determined by the Authority based on individual Family needs. When it is found that the size of the dwelling is no longer suitable for the Family in accordance with these standards, the Family will

be required to move according to Section 4.6 when the appropriate size unit

is available.

**PHA Plan
Table Library**

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval:

x Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	43,730
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX 158 HA WIDE	OPERATIONS	1406	43,730

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**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)
TX158 HA wide	03/31/02	03/31/03

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 years. Copy this table as many times as necessary. ~~PHA~~ PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Improvement Program Annual Statement.

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

