

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 2001

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of McAlester

PHA Number: OK062

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

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

B. Goals

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

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

- : PHA Goal: Expand the supply of assisted housing
Objectives:
- G Apply for additional rental vouchers:
 - : Reduce public housing vacancies: **By 2%: Currently 7%**
 - G Leverage private or other public funds to create additional housing opportunities:
 - G Acquire or build units or developments
 - G Other (list below)

- : PHA Goal: Improve the quality of assisted housing
Objectives:
 - : Improve public housing management: (PHAS score) **Currently 87.07. Goal=> 90 or better, eventually attaining a high performer rating.**
 - : Improve voucher management: (SEMAP score) **Yet to be graded**
 - : Increase customer satisfaction: **Per REAC resident surveys yet to be conducted.**
 - G Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - : Renovate or modernize public housing units: **Currently in modernization.**
 - 9 Demolish or dispose of obsolete public housing:
 - G Provide replacement public housing:
 - G Provide replacement vouchers:
 - G Other: (list below)

- G PHA Goal: Increase assisted housing choices
Objectives:
 - G Provide voucher mobility counseling:
 - G Conduct outreach efforts to potential voucher landlords
 - G Increase voucher payment standards
 - G Implement voucher homeownership program:
 - G Implement public housing or other homeownership programs:
 - G Implement public housing site-based waiting lists:
 - G Convert public housing to vouchers:
 - G Other: (list below)

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

- : PHA Goal: Provide an improved living environment
Objectives:
 - : Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Deconcentration Analysis did not show great need for this but Admissions Policy was modified anyway to allow for future needs.**
 - : Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Deconcentration Analysis did not show great need for this but Admissions Policy was modified anyway to allow for future needs.**
 - : Implement public housing security improvements: **Plan to have new security screen/storm equipment installed on all units by the end of the CGP five year plan. Continue to provide security personnel.**
 - G Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - G Other: (list below)

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

- : PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
 - : Increase the number and percentage of employed persons in assisted families: **Currently 81 families have employment income. Goal=> 100 families with employment income.**
 - : Provide or attract supportive services to improve assistance recipients' employability:
 - G Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - : Other: Provide referral services to elderly persons, people with disabilities, and all other residents to community services and agencies.

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

v. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

: **Standard Plan**

Streamlined Plan:

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

G **Troubled Agency Plan**

vi. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

This Annual Plan contains information on the policies and procedures of the McAlester Housing Authority (MHA). Most of the information is similar 2000 Annual Plan.

The MHA included required information on the Deconcentration Policy adopted by the MHA.

The McAlester Housing Authority has included information on the new Pet Policy and Community Service Requirements that HUD has initiated.

The MHA has also applied for security Drug Elimination Funds with this PHA Plan.

The MHA has identified uses for funds through the Capital Fund Program and has included progress reports as required by HUD.

vii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- : Admissions Policy for Deconcentration : **Attachment G**
- : FY 2001 Capital Fund Program Annual Statement: **Included in Component 7**
- 9 Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- : Implementation of Public Housing Resident Community Service Requirements: **Attachment B**
- : 5 Year Plan Mission and Goals Progress Report: **Attachment C**
- : Resident Membership of the PHA Governing Board: **Attachment D**
- : Pet Policy: **Attachment E**
- : Membership of the Resident Advisory Board: **Attachment F**

Optional Attachments:

- G PHA Management Organizational Chart: **Included in the PHA Plan**
- G FY 2000 Capital Fund Program 5 Year Action Plan: **Include in Component 7**
- : Public Housing Drug Elimination Program (PHDEP) Plan: **Attachment A**
- G Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Included in the PHA Plan**
- G 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
X	Public housing rent determination policies, including the methodology for setting public housing flat rents : check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development : check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies : 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 : check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures : check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program G check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	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-ability	Size	Loca-tion
Income <= 30% of AMI	638	5	4	5	3	2	3
Income >30% but <=50% of AMI	824	5	4	5	3	2	3
Income >50% but <80% of AMI	726	5	4	5	3	2	3
Elderly	308	5	2	3	5	2	3
Families with Disabilities	N/A	5	4	4	5	2	3
Hispanic	50	5	4	5	3	3	3
Black	326	5	4	5	3	3	3
A. Indian	790	5	4	5	3	3	3
Asian	6	5	4	5	3	3	3

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

- : Consolidated Plan of the Jurisdiction/s
Indicate year: —2000
- : U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

- G American Housing Survey data
Indicate year: _____
- G Other housing market study
Indicate year: _____
- : Other sources: (list and indicate year of information)
Joe Schiff: NAHRO and Schiff Group–Date of data unk.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
G Section 8 tenant-based assistance			
: Public Housing			
G Combined Section 8 and Public Housing			
G 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	38		366
Extremely low income <=30% AMI	16	42%	
Very low income (>30% but <=50% AMI)	15	39.5%	
Low income (>50% but <80% AMI)	7	18.5%	
Families with children	29	76%	143
Elderly families	5	13%	28
Families with Disabilities	2	5%	30
White	27	71%	282
Black	7	18.5%	27
A. Indian	4	10.5%	56
Asian	0	0	1
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11	29%	139
2 BR	12	31.5%	122
3 BR	11	29%	89

4 BR	4	10.5%	16
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? : No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? _____			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Housing Needs of Families on the Waiting List			
Waiting list type: (Select one)			
: Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	29		209
Extremely low income <=30% AMI	21	72.5%	
Very low income (>30% but <=50% AMI)	7	24%	
Low income (>50% but < 80% AMI)	1	3.5%	
Families with children	24	83%	157
Elderly Families	0	0%	2
Families with Disabilities	6	20.5%	22
White	19	65.5%	163
Black	2	7%	14
A. Indian	8	27.5%	31
Pacific Islander	0	0%	1
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	10%	43
2BR	17	59%	102
3BR	7	24%	55
4BR	2	7%	9

5BR	0	0%	0
5+BR	0	0%	0
<p>Is the waiting list closed (select one)? : No <input checked="" type="checkbox"/> Yes</p> <p>If yes: How long has it been closed (# of months)? _____</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

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

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

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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

- G Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- G 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
- G 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

- G** Results of consultation with local or state government
- :** Results of consultation with residents and the Resident Advisory Board
- G** Results of consultation with advocacy groups
- G** 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 2001 grants)		
c) Public Housing Operating Fund	\$557,280	
a) Public Housing Capital Fund	\$488,646	
a) HOPE VI Revitalization	N/A	
a) HOPE VI Demolition	N/A	
a) Annual Contributions for Section 8 Tenant-Based Assistance	\$209,316	
a) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$67,319	
a) Resident Opportunity and Self-Sufficiency Grants	N/A	
a) Community Development Block Grant	N/A	
a) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	
3. Public Housing Dwelling Rental Income	\$230,000	Public Housing Operations
4. Other income (list below)	N/A	
4. Non-federal sources (list below)	N/A	
Total resources	\$1,552,561	

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)
- G When families are within a certain number of being offered a unit: (state number)
 - G When families are within a certain time of being offered a unit: (state time)
 - : Other: **Upon initial processing of application.**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- : Criminal or Drug-related activity
 - : Rental history
 - : Housekeeping
 - : Other: **Character References.**
History of disturbing neighbors or destruction of property.
Fraud in connection with any housing program.
Alcohol abuse that interferes with health, safety or right of peaceful enjoyment by others.
- c. : Yes G No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. : Yes G No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. : Yes G 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
 - G Sub-jurisdictional lists
 - G Site-based waiting lists
 - G Other (describe)
- b. Where may interested persons apply for admission to public housing?
- : PHA main administrative office
 - G PHA development site management office
 - G Other (list below)

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

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

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

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

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

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

(3) Assignment

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

: One **Unless rejection of unit is for good cause or offer was for deconcentration/income targeting purposes.**

Two

Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

- 9 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
- G Overhoused
- G Underhoused
- G Medical justification
- : Administrative reasons determined by the PHA (e.g., to permit modernization work)
- G Resident choice: (state circumstances below)
- : Other: **To meet deconcentration goals.**

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

Elderly over Singles

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the

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

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- G** The PHA applies preferences within income tiers
- : Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

- : The PHA-resident lease
- : The PHA’s Admissions and (Continued) Occupancy policy
- : PHA briefing seminars or written materials
- : Other source (list) **Resident Handbook**

- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- : At an annual reexamination and lease renewal
 - : Any time family composition changes
 - 9** At family request for revision
 - G** Other (list)

(6) Deconcentration and Income Mixing

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

- G** 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:

No specific development is targeted. Policy states that any development that is outside the range of acceptable incomes, +/-15% of average/median, shall be subject to deconcentration policies. This allows for problems that may arise in the future.

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

- : Other (list policies and developments targeted below)

Offer of a larger unit to entice applicants to certain areas but, staying within HUD guidelines. No specific development is targeted. Policy states that any development that is outside the range of acceptable incomes, +/-15% of average, shall be subject to deconcentration policies. This allows for problems that may arise in the future.

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

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

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

G Not applicable: results of analysis did not indicate a need for such efforts

: List (any applicable) developments below:

62-001 does have more lower income residents but, is still within guidelines.

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)

G Not applicable: results of analysis did not indicate a need for such efforts

: List (any applicable) developments below:

62-004 is above deconcentration guidelines but this project only has 3 units in it and is hard to deconcentrate. We will try to attract a lower income family if one of the units come available.

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)

G 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

G More general screening than criminal and drug-related activity (list factors below)

G Other (list below)

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

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

d. : Yes G 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)
- G Criminal or drug-related activity
 - G 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
 - G Federal public housing
 - G Federal moderate rehabilitation
 - G Federal project-based certificate program
 - G Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- : PHA main administrative office
 - G Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

- a. Income targeting
- G Yes : No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1. : Yes G No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Elderly over Singles

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

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

Households that contribute to meeting income goals (broad range of incomes)

4 Households that contribute to meeting income requirements (targeting & deconcentration)

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

Victims of reprisals or hate crimes

3 Other preference(s) (list below)

Elderly over Singles

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

: Date and time of application

G 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)

G This preference has previously been reviewed and approved by HUD

G The PHA requests approval for this preference through this PHA Plan

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

G 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

G Other (list below)

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

: Through published notices

G 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)

G 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)

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

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

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

A hardship exists in the following circumstances:

- 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;**
- 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;**

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

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

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

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

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

Bedroom size	0	1	2	3	4	5
Flat Rent	206	239	298	335	408	450

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

- : For the earned income of a previously unemployed household member
- : For increases in earned income
- : Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

See Flat Rent in question c. above.

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

- G For household heads
- G For other family members
- G For transportation expenses
- G For the non-reimbursed medical expenses of non-disabled or non-elderly families
- G 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)

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

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

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

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

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

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

**Every time there is a family composition change.
When there is an income decrease.**

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

(2) Flat Rents

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

- G** The section 8 rent reasonableness study of comparable housing
G Survey of rents listed in local newspaper
G Survey of similar unassisted units in the neighborhood
:

Other (list/describe below)

Survey of rents listed in the newspaper as well as survey of Real Estate agencies to determine market rents for similar units for the McAlester area. Since our units do not have air conditioning, we subtracted \$25 from the market rents and that produced our flat rent.

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)

- G** At or above 90% but below 100% of FMR
: 100% of FMR
G Above 100% but at or below 110% of FMR
G 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)

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- G FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - G Reflects market or submarket
 - G To increase housing options for families
 - G Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- : Annually
 - G Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- G Success rates of assisted families
 - G Rent burdens of assisted families
 - : Other (list below)
- Will use Fair Market Rent issued by HUD.**

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- G \$0
 - : \$1-\$25
 - G \$26-\$50
- b. : Yes G No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

A hardship exists in the following circumstances:

- 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;**
- 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;**
- 3. When the income of the family has decreased because of changed circumstances, including loss of employment;**
- 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;**
- 5. When a death has occurred in the family.**

5. Operations and Management

[24 CFR Part 903.7 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)

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

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

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

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

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

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

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	274 units	105 units
Section 8 Vouchers	47	39
Section 8 Certificates	26	2
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	251 Households	105 Households
Other Federal Programs(list individually)		
Section 8 New Construction	100	21

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Admissions and Occupancy Policy
 - Pest Control Policy
 - Ban Policy
 - Rent Collection Policy
 - One Strike Policy
 - Resident Handbook
 - Dwelling Lease
- (2) Section 8 Management: (list below)
 - Section 8 Administration Policy
 - One Strike Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 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.

G. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

: PHA main administrative office

G 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:

G 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)

We have also included the Performance and Evaluation Reports for the 1999 and 2000 CFPs that are open.

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part 1: Summary

PHA Name: McAlester Housing Authority		Grant Type and Number CGP CFP Grant No. OK56P062707 Replacement Housing Factor Grant Number		Federal FY of Grant: 1999	
Original Annual Statement Performance and Evaluation Report for Period Ending 12/31/00			Revised Annual Statement (Revision No.) Final Performance and Evaluation Report		
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non CFP Funds				
2	1406 Operations				
3	1408 Management Improvements: Soft Costs	24,400.00	14,534.62	14,534.62	14,534.62
	Management Improvements: Hard Costs				
4	1410 Administration (not greater than 10%)	6,455.00	5,211.25	5,211.25	211.25
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,621.00	21,621.00	21,621.00	20,965.80
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures	270,266.00	279,219.52	279,219.52	259,798.04
11	1465.1 Dwelling Equipment- Nonexp.				
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	1499 Development Activities				
19	1502 Contingency (may not exceed 8%)	780.00			
20	Amount of Annual Grant (Sum of lines 2-19)	323,522.00	320,586.39	320,586.39	295,509.71
21	Amount of line 15 Related to LBP Activities				
22	Amount of line 15 Related to Sec. 504 Compliance				
23	Amount of line 15 Related to Security- Soft Costs	14,000.00		14,000.00	6,275.00
24	Amount of line 15 Related to Security- Hard Costs				
25	Amount of line 15 Related to Energy Conservation				
26	Collateralization Expenses or Debt Service				

CAPITAL FUND PROGRAM TABLES									
Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: McAlester Housing Authority			Grant Type and Number CGP Capital Fund Program Grant : OK56P062707 Replacement Housing Factor Grant No:				Federal FY of Grant 1999		
Develop. Number/ Name	General Description of Major Work Categories	Dev. Act No.	Qty	Total Estimated Cost		Total Actual Cost		Status of work	
				Original	Revised	Obligated	Expended		
OK062001	Management Improvements	1408	1	24,400.00	14,534.62	14,534.62	14,534.62	In Progress	
OK062001	Administration-Reprod	1410	1	1,455.00	211.25	211.25	211.25	Complete	
OK062001	Administration-Reporting	1410	1	5,000.00	5,000.00	5,000.00	0.00	In Progress	
OK062001	A/E Fees	1430	1	21,621.00	21,621.00	21,621.00	20,965.80	In Progress	
OK062001	G.C. Bonds	1460	1	5,246.20	5,420.00	5,420.00	5,043.00	In Progress	
OK062001	G.C. Modernization	1460	1	10,482.72	10,830.00	10,830.00	10,076.71	In Progress	
OK062001	G.C. General Conditions	1460	1	18,360.74	18,969.00	18,969.00	17,649.59	In Progress	
OK062001	VCT Flor Tile- Mat./ Labor	1460	63	46,857.67	56,637.00	56,637.00	52,697.54	In Progress	
OK062001	St. Windows Mat./ Labor	1460	361	42,979.16	44,403.00	44,403.00	41,314.49	In Progress	
OK062001	St. Doors Mat./Labor	1460	43	7,366.94	7,611.00	7,611.00	7,081.61	In Progress	
OK062001	Vinyl Base Mat./Labor	1460	63	13,781.44	14,238.00	14,238.00	13,247.66	In Progress	
OK062001	Kitchen Cabs. Mat./Labor	1460	73	109,239.07	112,858.00	112,858.00	105,008.01	In Progress	
OK062001	Additional Kit. Cabinets	1460	73	15,952.05	16,480.52	16,480.52	15,334.20	In Progress	
OK062001	Omit VCT Labor	1460	19	0.00	(8,227.00)	(8,227.00)	(7,654.76)	In Progress	
OK062001	Contingency	1502	1	780	2,935.61	0.00	0.00	Used Above	
Totals				323,522.00	323,522.00	320,586.39	295,509.71		

CAPITAL FUND PROGRAM TABLES							
Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: McAlester Housing Authority		Grant Type and Number CGP Capital Fund Program Grant : OK56P062707 Replacement Housing Factor Grant No:			Federal FY of Grant 1999		
Develop Number/ Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OK062001 Ridgecrest	Sept -01			Sept -02			
OK062002 Remote Sites	Sept -01			Sept -02			
OK062003 Settlers Drive	Sept -01			Sept -02			
OK062004 Remote Sites	Sept -01			Sept -02			
OK062005 Remote Sites	Sept -01			Sept -02			

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part 1: Summary

PHA Name: McAlester Housing Authority		Grant Type and Number CFP CFP Grant No. OK56P062501-00 Replacement Housing Factor Grant Number		Federal FY of Grant: 2000	
Original Annual Statement Performance and Evaluation Report for Period Ending 12/31/00			Revised Annual Statement (Revision No.) Final Performance and Evaluation Report		
Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non CFP Funds				
2	1406 Operations	40,000.00			0.00
3	1408 Management Improvements: Soft Costs	16,000.00			0.00
	Management Improvements: Hard Costs				
4	1410 Administration (not greater than 10%)	8,964.00			0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	28,439.00			0.00
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures	348,285.00			0.00
11	1465.1 Dwelling Equipment- Nonexp.	27,000.00			0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	3,000.00			0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency (may not exceed 8%)	7,204.00			0.00
20	Amount of Annual Grant (Sum of lines 2-19)	478,892.00			0.00
21	Amount of line 15 Related to LBP Activities				
22	Amount of line 15 Related to Sec. 504 Compliance				
23	Amount of line 15 Related to Security- Soft Costs				
24	Amount of line 15 Related to Security- Hard Costs				
25	Amount of line 15 Related to Energy Conservation				
26	Collateralization Expenses or Debt Service				

CAPITAL FUND PROGRAM TABLES								
Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: McAlester Housing Authority			Grant Type and Number CFP Capital Fund Program Grant : OK56P062501-00 Replacement Housing Factor Grant No:				Federal FY of Grant 2000	
Develop. Number/ Name	General Description of Major Work Categories	Dev. Act No.	Qty	Total Estimated Cost		Total Actual Cost		Status of work
				Original	Revised	Obligated	Expended	
PHA Wide	Operations	1406		40,000.00				Not Started
PHA Wide	Management Improvements	1408		16,000.00				Not Started
PHA Wide	Administration	1410		8,964.00				Not Started
	A/E Fees	1430		28,439.00				Not Started
OK062001	Replace Flooring	1460		45,000.00				Not Started
OK062001	New Bath Lavatories	1460		10,125.00				Not Started
OK062001	Rebuild Portable Closets	1460		27,000.00				Not Started
OK062001	Install new Light Fixtures	1460		13,500.00				Not Started
OK062002	Replace Kitchen Ranges	1460		5,200.00				Not Started
OK062002	Replace Refrigerators	1460		4,000.00				Not Started
OK062002	Replace Storm Doors	1460		18,920.00				Not Started
OK062002	Replace Storm Windows	1460		50,995.00				Not Started
OK062003	Replace Storm Doors	1460		27,720.00				Not Started
OK062003	Replace Storm Windows	1460		77,965.00				Not Started
OK062004	Replace Storm Doors	1460		660				Not Started
OK062005	Replace Floor	1460		58,400.00				Not Started
OK062005	Replace Storm Doors	1460		8,800.00				Not Started
PHA Wide	New Maintenance Truck	1465		25,000.00				Not Started
PHA Wide	New Sewer Machine	1465		2,000.00				Not Started
PHA Wide	New Key Machine	1465		500.00				Not Started
PHA Wide	New Dewalt Tool Kit	1465		1,000.00				Not Started
PHA Wide	New TV	1465		1,500.00				Not Started
PHA Wide	Contingency	1502		7,204.00				Not Started
	Totals			478,892.00				

CAPITAL FUND PROGRAM TABLES							
Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: McAlester Housing Authority		Grant Type and Number CFP Capital Fund Program Grant : OK56P062501-00 Replacement Housing Factor Grant No:				Federal FY of Grant 2000	
Develop Number/ Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OK062001 Ridgecrest	Sept -02			Sept -03			
OK062002 Remote Sites	Sept -02			Sept -03			
OK062003 Settlers Drive	Sept -02			Sept -03			
OK062004 Remote Sites	Sept -02			Sept -03			
OK062005 Remote Sites	Sept -02			Sept -03			

CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part 1: Summary

PHA Name: McAlester Housing Authority	Grant Type and Number CFP CFP Grant No. OK56P062502-01 Replacement Housing Factor Grant Number	Federal FY of Grant: 2001
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Original Annual Statement 3/28/01 Performance and Evaluation Report for Period Ending	Revised Annual Statement (Revision No.) Final Performance and Evaluation Report
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Line No	Summary of Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non CFP Funds				
2	1406 Operations	40,000.00			0.00
3	1408 Management Improvements: Soft Costs				
4	1410 Administration (not greater than 10%)	14,000.00			0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	21,800.00			0.00
8	1440 Site Acquisition				
9	1450 Site Improvements				
10	1460 Dwelling Structures	249,175.00			0.00
11	1465.1 Dwelling Equipment- Nonexp.				
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	1499 Development Activities				
19	1502 Contingency (may not exceed 8%)				
20	Amount of Annual Grant (Sum of lines 2-19)	324,975.00			0.00
21	Amount of line 15 Related to LBP Activities				
22	Amount of line 15 Related to Sec. 504 Compliance				
23	Amount of line 15 Related to Security- Soft Costs				
24	Amount of line 15 Related to Security- Hard Costs				
25	Amount of line 15 Related to Energy Conservation				
26	Collateralization Expenses or Debt Service				

CAPITAL FUND PROGRAM TABLES								
Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: McAlester Housing Authority			Grant Type and Number CFP Capital Fund Program Grant : OK56P062502-01 Replacement Housing Factor Grant No:				Federal FY of Grant 2001	
Develop. Number/ Name	General Description of Major Work Categories	Dev. Act No.	Qty	Total Estimated Cost		Total Actual Cost		Status of work
				Original	Revised	Obligated	Expended	
PHA Wide	Operations	1406		40,000.00				Not Started
PHA Wide	Administration	1410		14,000.00				Not Started
	A/E Fees	1430		21,800.00				Not Started
OK062001	Replace Storm Windows	1460		37,625.00				Not Started
OK062001	Repair Roof/Remove Gutter	1460		150,000.00				Not Started
OK062002	New Storage Door Handle	1460		3440.00				Not Started
OK062002	Replace Storm Doors	1460		16770.00				Not Started
OK062003	Replace Storm Doors	1460		24570.00				Not Started
OK062004	Replace Storm Doors	1460		1170.00				Not Started
OK062005	Replace Storm Doors	1460		15600.00				Not Started
	Totals			324,975.00				

CAPITAL FUND PROGRAM TABLES							
Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: McAlester Housing Authority		Grant Type and Number CFP Capital Fund Program Grant : OK56P062502-01 Replacement Housing Factor Grant No:				Federal FY of Grant 2001	
Develop Number/ Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OK062001 Ridgecrest	Sept -03			Sept -04			
OK062002 Remote Sites	Sept -03			Sept -04			
OK062003 Settlers Drive	Sept -03			Sept -04			
OK062004 Remote Sites	Sept -03			Sept -04			
OK062005 Remote Sites	Sept -03			Sept -04			

(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 **9** 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:

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

-or-

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

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

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

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: McAlester Housing Authority				9 Original 5 Year Plan : Revision No:	
Development Number/Name/Ha-Wide	Year 1 Annual Statement	Work Statement for Year 2 FFY Grant:2002 PHA FY:2003	Work Statement for Year 3 FFY Grant:2003 PHA FY:2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
1406 Operations		40,000	40,000	40,000	40,000
1410 Administration		14,000	14,000	14,000	14,000
1430 Fees and Costs		21,800	21,800	21,800	21,800
1450 Site Improvement		30,000	6,300	920	1,000
1460 Dwelling Structures					
OK062-1		29,350	0	58,550	534,100
OK062-2		0	126,840	7,875	162,575
OK062-3		78,842	14,490	158,900	123,771
OK062-4		690	900	10,632	6,135
OK062-5		9,600	80,000	0	204,200
Total Dwelling Structures		118,482	222,230	235,957	1,030,781
1465 Dwelling Equipment		37,580	19,180		82,500
1470 Nondwelling Structures		39,000			
1475 Ha-Wide Nondwelling Equipment		24,000		12,000	64,500
Total CFP Funds (Est.)		324,862	323,510	324,677	1,254,581

Capital Fund Program Five-Year Action Plan
 Part II: Supporting Pages----Work Activities

Activities for Year 1	Activities for Year 2 FFY Grant: 2002 PHA FY: 2003		Activities for year 2 FFY Grant: 2002 PHA FY: 2003	
Annual Statement	Development Number General Description of Work	Estimated Cost	Development Number General Description of Work	Estimated Cost
	OK062-1 Repair Sidewalks and install HC accessible ramps	8,000	OK062-3 Severely damaged shower stall needs new fiberglass stall	57,000
	OK062-1 Original Water Tanks have worn and rapidly deteriorated	10,350	OK062-3 Install new roofing over community building	39,000
	OK062-1 Severely damaged shower stall needs new fiberglass stall	19,000	OK062-4 Original water tanks have worn and rapidly deteriorated.	690
	OK062-2 Repair Sidewalks and install HC accessible ramps	4,000	OK062-5 Install guttering covers to keep leaves out of gutters	9,600
	OK062-2 Install new Gas stoves	11,180	OK062-5 Install new frost free refrigerators	16,000
	OK062-3 Repair sidewalks and install HC accessible ramps	8,000	OK062-5 Install new gas stoves	10,400
	OK062-3 Tree topping-removal of dead trees	10,000	PHA Wide--Purchase new van for drug prevention program	24,000
	OK062-3 Install guttering covers to keep leaves out of gutters.	15,120		
	OK062-3 Install new carpeting in Community Building	6,222	Total	249,062
	OK062-3 Most units have no bathroom storage or medicine cabinets	500		

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages----Work Activities

Activities for Year 1	Activities for Year 3 FFY Grant: 2003 PHA FY: 2004		Activities for year 3 FFY Grant: 2003 PHA FY: 2004	
Annual Statement	Development Number General Description of Work	Estimated Cost	Development Number General Description of Work	Estimated Cost
	OK062-1 No work		OK062-4 Install guttering covers to keep leaves out of gutters.	900
	OK062-2 Many sewer lines do not have cleanouts at required locations	6,300	OK062-4 Install new frost free refrigerators	1,200
	OK062-2 Install guttering covers to keep leaves out of gutters	10,320	OK062-4 Install new gas stoves	780
	OK062-2 Install new shingle roofs at all units	86,000	OK062-5 Install new shingle roofs at all units	80,000
	OK062-2 Original water tanks have worn and rapidly deteriorated	8,050		
	OK062-2 Replace furnace closet bi-folding doors with swing doors	17,200	Total	247,710
	OK062-2 Several door jams have split; need to be replaced	1,400		
	OK062-2 Several interior unit door locks do not function properly	3,870		
	OK062-2 Install new frost free refrigerators	17,200		
	OK062-3 Original water tanks have worn and rapidly deteriorated	14,490		

Capital Fund Program Five-Year Action Plan
 Part II: Supporting Pages---Work Activities

Activities for Year 1	Activities for Year 4 FFY Grant: 2004 PHA FY: 2005		Activities for year 4 FFY Grant: 2004 PHA FY: 2005			
Annual Statement	Development Number	Estimated Cost	Development Number	Estimated Cost		
	General Description of Work		General Description of Work			
	OK062-1	Clean all air ducts	31,250	OK062-4	Install air conditioning at all dwelling units	7,500
	OK062-1	Original bathtubs/surrounds are chipped, flaked beyond repair	16,800	OK062-4	Original HVAC grills are corroded and rusting	630
	OK062-1	Original HVAC grills are corroded and rusting	10,500	OK062-4	Several interior doors are damaged beyond repair	1,752
	OK062-2	Original bathtubs/surrounds are chipped, flaked, beyond repair.	4,200	OK062-5	No work	
	OK062-2	Original HVAC grills are corroded and rusting	3,675	PHA Wide	Purchase new computers for staff	12,000
	OK062-3	Paint all clothes line poles. Replace missing poles	280			
	OK062-3	Install air conditioning at all dwelling units	157,500	Total		248,877
	OK062-3	Original HVAC grills are corroded and rusting	1,400			
	OK062-4	Paint all clothes line poles. Replace missing poles	640			
OK062-4	Clean all air ducts	750				

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages---Work Activities

Activities for Year 1	Activities for Year 5 FFY Grant: 2005 PHA FY: 2006		Activities for year 5 FFY Grant: 2005 PHA FY: 2006	
Annual Statement	Development Number General Description of Work	Estimated Cost	Development Number General Description of Work	Estimated Cost
	OK062-1 Add dryer vents and hookups and/or clothesline poles	50,000	OK062-2 Clean all air ducts	10,750
	OK062-1 Falling kitchen sink trim requires excessive maintenance	11,875	OK062-2 Install air conditioning at all dwelling units	107,500
	OK062-1 Install air conditioning at all dwelling units	312,500	OK062-2 Install new CO detectors as a safety precaution	1,935
	OK062-1 Install new CO detectors as safety precaution	5,625	OK062-2 Several interior doors are damaged beyond repair	5,840
	OK062-1 Several door jams have split, need to be replaced	15,000	OK062-2 Units currently need required periodic painting	36,550
	OK062-1 Several interior doors are damaged beyond repair	32,850	OK062-3 install new CO detectors as a safety precaution	2,835
	OK062-1 Units currently need periodic painting	106,250	OK062-3 Original flooring is worn and needs to be replaced	64,386
	OK062-1 Install new frost free refrigerators	50,000	OK062-3 Several door jams have split; need to be replaced	3,000
	OK062-1 Install new gas stoves	32,500	OK062-3 Units currently need required periodic painting	53,550
	OK062-2 Paint all clothes line poles. Replace missing poles	1,000		

Capital Fund Program Five-Year Action Plan
 Part II: Supporting Pages---Work Activities

Activities for Year 1	Activities for Year 5 FFY Grant: 2005 PHA FY: 2006		Activities for year 5 FFY Grant: 2005 PHA FY: 2006		
Annual Statement	Development Number	Estimated Cost	Development Number	Estimated Cost	
	General Description of Work		General Description of Work		
	OK062-4	Install new CO detectors as a safety precaution	135	PHA Wide- Purchase truck for maintenance work/operations	20,000
	OK062-4	Install new shingle roofs at all units	6,000		
	OK062-5	Clean all Air Ducts	10,000	Total	1,178,781
	OK062-5	Install air conditioning at all dwelling units	100,000		
	OK062-5	Install new CO detectors as a safety precaution	1,800		
	OK062-5	Original flooring is worn and needs to be replaced	58,400		
	OK062-5	Units currently need required periodic painting	34,000		
	PHA Wide-	Purchase new flat bed dump truck for maintenance operations	20,000		
PHA Wide-	Purchase new PHA car/van for operations	23,000			
PHA Wide-	Purchase portable CO tester for maintenance	1,500			

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.

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

- G 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:

- G 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:

- G 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. G 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

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

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

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

[24 CFR Part 903.7 9 (I)]

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

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

component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Pioneer Village 1b. Development (project) number: OK 062-003
2. Designation type: Occupancy by only the elderly : Occupancy by families with disabilities G Occupancy by only elderly families and families with disabilities G
3. Application status (select one) Approved; included in the PHA’s Designation Plan : Units were designated at original construction date. Submitted, pending approval G Planned application G
4. Date this designation approved, submitted, or planned for submission: 1976
5. If approved, will this designation constitute a (select one) G New Designation Plan G Revision of a previously-approved Designation Plan?
6. Number of units affected: ——63 7. Coverage of action (select one) G Part of the development : Total development

Designation of Public Housing Activity Description
1a. Development name: Ridgecrest/Garden Terrace 1b. Development (project) number: OK 062-001
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> G Occupancy by families with disabilities <input type="checkbox"/> G Occupancy by only elderly families and families with disabilities : <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan : Units were designated at original construction date. Submitted, pending approval <input type="checkbox"/> G Planned application <input type="checkbox"/> G
4. Date this designation approved, submitted, or planned for submission: 1969
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: ——65 7. Coverage of action (select one) : Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79 (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. **G Yes : No:** Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

(date submitted or approved: ——)

G Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved: ——)

G Requirements no longer applicable: vacancy rates are less than 10 percent

G Requirements no longer applicable: site now has less than 300 units

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

2. Activity Description

G Yes G 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. **G** 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

G Yes **G** 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)

G 25 or fewer participants

G 26 - 50 participants

G 51 to 100 participants

G more than 100 participants

b. PHA-established eligibility criteria

G Yes **G** 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 **G** 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? **03/29/01**

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
G Jointly administer programs
G Partner to administer a HUD Welfare-to-Work voucher program
G Joint administration of other demonstration program
G 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
G Preference in admission to section 8 for certain public housing families
G Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
G Preference/eligibility for public housing homeownership option participation
G Preference/eligibility for section 8 homeownership option participation
G Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
PHDEP	251 households	All tenants	Main Office & Ridgecrest office	Public Housing
CGP	251 households	All tenants	Main Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	0	0

b. G Yes G 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

- 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
- G Other: (list below)

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

See Attachment B- Implementation of Public Housing Resident Community Service Requirements

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

High levels of calls to police

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

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

Phone Calls to Police

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

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

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

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

- G Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- : Crime Prevention Through Environmental Design (**Security screen doors and windows**)
- : Activities targeted to at-risk youth, adults, or seniors
- G Volunteer Resident Patrol/Block Watchers Program
- : Other (describe below)
Contracts with off duty police officers and former police officers for Security Services. Employee on staff to conduct drug - prevention activities.

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

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

C. Coordination between PHA and the police

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

- G 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)
- G Police regularly testify in and otherwise support eviction cases
- G Police regularly meet with the PHA management and residents
- G Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- : Other activities (list below)

Contracted security services with three individuals. One is the former Pittsburg County Sheriff, the second is the Commander of the District 18 Narcotics Task Force and the third is a retired police/sheriff deputy.

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment E-- Pet Policy Information

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 **G** No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. : Yes **G** No: Was the most recent fiscal audit submitted to HUD?
- 3. : Yes **9** No: Were there any findings as the result of that audit?
- 4. **G** Yes : No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
- 5. **G** Yes **G** 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. **G 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
G Private management
G Development-based accounting
G Comprehensive stock assessment
G Other: (list below)

3. **G 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** **G 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)
G Attached at Attachment (File name) _____
: Provided below:

“I feel Section 8 Housing is an important factor for family esteem. It gave those of us that could not afford housing costs an opportunity to better our living conditions in the communities. It enables us to adapt to the single housing family lifestyles, with good subsidies. For that I am grateful. One of the things I would like to see is the Section 8 Coordinators, have a good rapport with area landlords, more apartment subsidized housing. One day to work toward the Home Ownership Programs.”---Section 8 Tenant

“Sorry but we need someone to clean our yards in the summer. I’m just not able to do it anymore.” --Elderly Public Housing Tenant

All the following questions came from a Public Housing Tenant

“In survey about lighting. Ridgcrest and units across from hospital are at higher risk fro crime without good lighting. Some of the outlying units in certain sections would benefit from better lighting. There should be someway to work in more money to the budget to supply the lighting.

Idea: When security makes rounds: change hours everyday or night of when they go through. So if there is something going on, there is a better chance to stop the activity.

Under other information [Section 18--Other Information, Part D Other information required by HUD] Question: Do we as residents become informed of changes? Are we informed before any plans or policies under discretionary changes be made so the resident can give input?

What is CGP?

Why isn’t there a Home ownership Program. Hope? We need one.

**Not understanding some of the CSR Implementations.
Who is Earl Smith?”**

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

- G Considered comments, but determined that no changes to the PHA Plan were necessary.
- G The PHA changed portions of the PHA Plan in response to comments
List changes below:
- : Other: (list below)

All comments were considered, but no changes to the PHA Plan were necessary at this time, but we would like to address the comments.

In response to the first comment from the Section 8 participant, the MHA and the Section 8 Coordinator does try to build a positive rapport with existing landlords and build new relationships with prospective landlords. Many Section 8 participants want more housing options in better parts of town and in better houses, but many times the landlords for those locations are not willing to meet the payment standard set by HUD. We can’t force these landlords to participate. Additionally, this participant expressed an interest in the Home ownership program. We do not have the time or resources at this time to initiate a program such as this at this time. The MHA will start looking into the Home ownership program and see if it is a feasible endeavor in subsequent PHA activities and Plans.

In response to the elderly Public Housing Tenant who needs someone to clean their yard. In this resident's project, the resident is responsible for mowing their own yard, that will not change. What we can do and are doing is trying to secure some grounds help to clean problem areas such as gutters, edging sidewalks, sweeping parking areas, trash patrols. We have a security officer who is attempting to secure trustee help from the jail on weekends to pick up trash and do some cleanup. We have also contacted JTPA about getting a couple of kids to do summer work. We are also implementing the Community Service Requirements, which will provide us with some residents who will need to complete community service. Grounds maintenance will be an acceptable activity.

Now, in response to questions and comments made by the last PHA tenant. Lighting-- The MHA pays for some of the lighting existing at Ridgecrest already. We will look at adding some extra lighting at some other continuous sites and possibly putting it in the budget. Because of the number of scattered sites, there is little likelihood there will be additions to lighting in those areas.

As for security changing their scheduled rounds. Other than the time a shift starts and ends, the security officers do not have scheduled times they make rounds. They just do them as the night progresses. We will speak to them about varying times if they are not already doing this.

Residents are informed of any Policy or Annual Plan Changes prior to the change. Before any Admissions and Continued Occupancy Policy or Section 8 Administrative Plan can be changed, it must be posted for the residents for 30 days prior to approval. The MHA sends out a letter to each resident advising the resident that a change is going to take place and the dates and times the policy may be viewed for comment. In the case of the Annual Plan, the comment and review period is 45 days prior to approval.

The CGP is the Comprehensive Grant Program that was used for modernization activities. It has been replaced by the Capital Fund Program (CFP).

As stated earlier, the MHA does not have the time or resources to initiate or implement a Home ownership program at this time. We will however research this program and see if this is a program we may consider for future endeavors.

We spoke with the tenant about the CSR implementations and straightened that out.

Earl Smith is the Resident Member of the Board of Commissioners for the McAlester Housing Authority. Oklahoma State Law requires that there be a resident on the Board of Commissioners. This information is required by HUD to be included with the PHA Plan.

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

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

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

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 - G Candidates were nominated by resident and assisted family organizations
 - G Candidates could be nominated by any adult recipient of PHA assistance
 - G Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - G Other: (describe)

- b. Eligible candidates: (select one)
 - G Any recipient of PHA assistance
 - G Any head of household receiving PHA assistance
 - G Any adult recipient of PHA assistance
 - G Any adult member of a resident or assisted family organization
 - G Other (list)

- c. Eligible voters: (select all that apply)
 - G All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - G Representatives of all PHA resident and assisted family organizations
 - G Other (list)

C. Statement of Consistency with the Consolidated Plan

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

- 1. Consolidated Plan jurisdiction: State of Oklahoma

- 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - G The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - G The PHA has participated in any consultation process organized and offered by

- the Consolidated Plan agency in the development of the Consolidated Plan.
- 9 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- : Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

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

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

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

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

G Other: (list below)

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

D. Other Information Required by HUD

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

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

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

Attachments

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

ATTACHMENT A
Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed

Annual PHDEP Plan Table of Contents:

1. General Information/History	66
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Section 1: General Information/History

A. Amount of PHDEP Grant \$ 67,319

B. Eligibility type (Indicate with an “x”) N1_____ N2_____ R X

C. FFY in which funding is requested: 2001

D. Executive Summary of Annual PHDEP Plan

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

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

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
62-1 Ridgecrest & Garden Terrace	125	214
62-2 Scattered	43	126
62-3 Pioneer Village	63	71
62-4 Scattered	3	16
62-5 Scattered	40	127

F. Duration of Program

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

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

Other _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Fundin	Grant #	Fund Balance	Grant Extensions	Anticipated Completion
FY 1995	X	OK56DEP0620195	0	N/A	
FY 1996	X	OK56DEP0620196	0	N/A	
FY 1997	X	OK56DEP0620	0	N/A	
FY1998	X	OK56DEP0620	0	N/A	
FY 1999	X	OK56DEP0620	0	N/A	
FY 2000	X	OK56DEP0620	49,212.75	N/A	2/02

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

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

B. PHDEP Budget Summary

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

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law	
9120 - Security Personnel	66,119
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	1,200
TOTAL PHDEP FUNDING	67,319

A. PHDEP Plan Goals and Activities

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

9120 - Security Personnel					Total PHDEP Funding: \$66,119		
Goal(s)	Reduce the amount of drug use and drug related criminal activity in and around public housing.						
Objectives	Reduce the number of police calls for service. Increase the perception of safety by residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Security			10-01-01	3-31-03	66,119		Police calls for service and Resident survey
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 1,200		
Goal(s)	To Conduct Resident Survey each year						
Objectives	Hire an agency/individual to conduct survey						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Resident Survey			12-02	1-03	600		Completed Survey
2.Resident Survey			12-03	1-04	600		Completed Survey
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	16,530		49,589	
9130				
9140				
9150				
9160	600		600	
9170				
9180				
9190				
TOTAL		\$ 17,130		\$ 50,189

Section 4: Certifications

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

Attachment B

Implementation of Public Housing Resident Community Service Requirements

The McAlester Housing Authority's (MHA) Fiscal Year begins July 1, 2001. The Community Service Requirement (CSR) will go into effect on that date. All applicable Admissions and Continued Occupancy Policy changes and Lease changes should be in place by that time. In addition, we will have signed a Memorandum of Agreement with our local TANF agency for the trading of information and services to best assist mutual clients in complying with CSR. We will try to have several agencies identified that can help residents fulfill CSR. We will also have several avenues (discussed later) within the MHA for residents to meet CSR. The MHA will administer the CSR.

The McAlester Housing Authority begins the recertification process a couple months before the actual recertification is due so that any income changes will be verified by the actual recertification date. Family member obligations will begin upon the effective date of their first annual reexamination on or after July 1, 2001. A few months before the CSR goes into effect, the MHA will send notification to all Public Housing residents explaining the CSR, applicable dates, and exemptions. The MHA will then notify residents who have been identified as to being possible CSR candidates. Those residents that are exempt can provide documentation at their recertification. Also, we will analyze recertifications to see if there are people that are not exempt that we missed on initial notification and notify them that they must complete CSR.

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

Exemptions will include: Family members who are 62 or older. Family members who are blind or disabled. Family members who are the primary care giver for a blind or disabled person. Family members engaged in work activity. Family members who are exempt from work under the Social Security Act or under any other state welfare program, including the welfare-to-work program. Family members receiving assistance, benefits or services under a State program funded under the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

Approved community service activities will include performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and or increase the self responsibility of the resident within the community. This includes programs to encourage, assist, train or facilitate the economic independence of participants and their families. The MHA will coordinate with social service agencies, local schools, and the TANF agency to identify community service positions. The MHA will also accept as CSR, the participation in some of the Public Housing Drug Elimination Program activities. For example, chaperones on fieldtrips and participation in workfare training activities. Residents may also participate in development cleanup activities to meet CSR. No CSR may involve performing work ordinarily performed by employees such as unit maintenance and cleanup.

The MHA will provide a list of volunteer activities and time sheets to be filled out by supervisors. All CSR must be approved by the MHA prior to beginning work. Family members will be assigned a coordinator who will assist the family. Thirty days before the family's next recertification, the coordinator will report to the MHA on compliance or the lack thereof.

The MHA will offer an opportunity for cure for those not completing the CSR. If any applicable family member does not fulfill their obligation to participate in CSR, the MHA shall take action to terminate the lease.

Attachment C

5 Year Plan Mission and Goals Progress Report

The following is a progress report for the goals and objectives listed in the 5 Year Agency Plan. We are meeting some of the goals set, but there are some that we still need to work on.

We have reduced the vacancy rate from 7% to 3%. We had hoped to increase our PHAS score of 87.07 but, we recently got our PHAS score back from REAC and it was not as we had hoped. We received a score of 71.2. We have not received a SEMAP score. We received our resident survey results and we will be using these scores to build on. They are as follows: Maintenance and Repair 91%; Communication 75.9%; Safety 69.7%; Services 80.8%; 75.2%. We hope that these will increase in the future. We are currently modernizing our public housing units.

Our Deconcentration Analysis did not show a great need for action, but we have added a Deconcentration Policy to our Admissions and Occupancy Policy to address future needs. We have added security screen/storm equipment in many of our units and will have it completed in all units by the end of the 5 year plan. We are still providing security to residents.

At the time of the first plan we had 81 families with wage income with a goal of 100. We currently have 73 residents with wage income. At the time these goals were formed we did not understand the effects one of our rent determination policies would have on this goal. We passed a policy that residents did not have to report income increases such as new jobs until their next annual recertification. Therefore, we may have residents out there with wage income that haven't reported it and won't until their recertification. We have no way of verifying the actual number working. We have recently partnered with the Resident's Initiative Network of Oklahoma (RINO) to provide employment training to our residents. RINO provided us with 3 computers and trainers for our residents. We are currently setting up workshops. We are still providing referral services to elderly persons, people with disabilities, and all other residents.

The McAlester Housing Authority assures access to assisted housing regardless of race, color religion, national origin, sex, familial status, and disability. We have made minor changes to units to assist persons with disabilities.

We feel that we are achieving most of the goals set with the original 5 Year Plan. We have some goals/objectives that need work and we will making an effort to correct those deficiencies.

Attachment D

Resident Membership of the PHA Governing Board

The McAlester Housing Authority (MHA) Board of Commissioners (BOC) does have a resident member of the board. Members of the MHA BOC are appointed by the City of McAlester Board of Commissioners. The term for board members is 4 years.

The resident board member is Earl Smith. He was appointed on July 21, 2000 and his term will expire on July 21, 2004.

Earl Smith Died on May 18, 2001.

On June 26, 2001 the McAlester City Council appointed Betty Pickle to the McAlester Housing Authority Board of Commissioners for a four year term.

Attachment E

Pet Policy

The McAlester Housing Authority (MHA) will be adopting a new pet policy with the submission of this annual plan.

The MHA will be allowing pets in public housing developments. Residents must get prior written approval before getting the pet. We will have a pet ownership form that must be filled out before requests will be approved. The form will have basic information provided by the vet so as to ensure the pet has had proper inoculations.

Each household will only be allowed one pet. Any pet deemed to be potentially harmful to the health or safety of other, including attack or fight trained dogs, will not be allowed. No animal may exceed 20 pounds in weight.

Residents will be required to pay for any damages caused by the pet. Any pet related pest infestation will be the financial responsibility of the pet owner.

If the pet becomes a nuisance or threat to health or safety, the pet will have to be removed or the owner will face eviction. Visiting pets not registered, will be allowed to stay for two weeks.

Pets may not be unattended in a dwelling unit for over 10 hours. Pets cannot be kept, bred or used for any commercial purpose. Cat owners shall dispose of litter box waste in an appropriate manner. Owners must restrain/confine pets at times when agents of the Housing Authority must enter the unit. The MHA's Grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

Attachment F

**McAlester Housing Authority
Resident Advisory Board 2001**

We sent letters to all MHA residents and Section 8 participants as well as contacted some by phone or in person. These are the active members of the board. One member, Evetta Lybrand, passed away while serving on the board. Since she provided input into the PHA plan before her passing, her name was left on the member list.

Nancy Martin

Berneta Horn

Carla Johnson

Joyce Celaya

Jerry Rundstrom

Shelia Twyman

Evetta Lybrand

Vickey Shaw

Hersell Brassfield

Attachment G

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

HOUSING AUTHORITY OF THE CITY OF McALESTER, OK

Resolution Number: _____

Date of Adoption: _____

504 Compliance Statement

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

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

See "504 Equal Access Statement" inside front cover.

504 Equal Access Statement

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

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

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

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

All hearings or meetings required by this document will be conducted

in accessible location with appropriate assistance provided if a disabled individual is involved. The disabled individual is responsible for providing his/her own transportation to and from the hearing or meeting location.

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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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

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

1.0 FAIR HOUSING

The policy of the McAlester Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The McAlester Housing Authority shall affirmatively further fair housing in the administration of its public housing program.

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

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

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

2.0 REASONABLE ACCOMMODATION

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

2.1 COMMUNICATION

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

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

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

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

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

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

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the McAlester Housing Authority will obtain

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

- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
1. Would the accommodation constitute a fundamental alteration? The McAlester Housing Authority's business is housing. If the request would alter the fundamental business that the McAlester Housing Authority conducts, that would not be reasonable. For instance, the McAlester Housing Authority would deny a request to have the McAlester Housing Authority do grocery shopping for a person with disabilities.
 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the McAlester Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is they need; however, the McAlester Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the McAlester Housing Authority's programs or services.

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

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the McAlester Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the McAlester Housing Authority will seek to have the same entity pay for any restoration costs.

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

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

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

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

4.0 FAMILY OUTREACH

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

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

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

5.0 RIGHT TO PRIVACY

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

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

6.0 REQUIRED POSTINGS

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

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy

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

7.0 TAKING APPLICATIONS

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

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

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

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

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

returned to the McAlester Housing Authority in person so that a Release of Information form can be signed and other verification documents may be obtained.

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

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

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

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

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

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

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

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

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

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

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

8.2 ELIGIBILITY CRITERIA

A. Family Status.

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

- b. Two or more persons who are at least 62 years of age living together;
or
 - c. One or more persons who are at least 62 years of age living with one
or more live-in aides.
3. A **near-elderly family**, which is:
- a. A family whose head, spouse, or sole member is a person who is at
least 50 years of age but below the age of 62;
 - b. Two or more persons, who are at least 50 years of age but below the
age of 62, living together; or
 - c. One or more persons, who are at least 50 years of age but below the
age of 62, living with one or more live-in aides.
4. A **disabled family**, which is:
- a. A family whose head, spouse, or sole member is a person with
disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in
aides.
 - d. For the purposes of qualifying for lo-income housing, this does not
include a person whose disability is based solely on any drug or
alcohol dependence.
5. A **displaced family**, which is a family in which each member, or whose sole
member, has been displaced by governmental action, or whose dwelling has
been extensively damaged or destroyed as a result of a disaster declared or
otherwise formally recognized pursuant to Federal disaster relief laws.
6. A **remaining member of a tenant family**.
7. A **single person** who is not an elderly or displaced person, a person with
disabilities, or the remaining member of a tenant family.
8. **Involuntarily Displaced Applicant**

- A. An applicant is or will be considered involuntarily displaced if applicant has vacated or will have to vacate his/her housing unit as a result of one or more of the following actions:
1. A disaster, such as a fire or flood, that results in the applicant's unit being uninhabitable;
 2. Activity carried on by an agency of the United States or by any State or local governmental body or agency in connection with code enforcement or a public improvement or development program; or
 3. Action by a housing owner that results in an applicant's having to vacate his or her unit, where:
 - a. The reason for the owner's action is beyond an applicant's ability to control or prevent;
 - b. The action occurs despite an applicant's having met all previously imposed conditions of occupancy; and
 - c. The action taken is other than a rent increase.
- B. An applicant also is involuntarily displaced if:
1. The applicant has vacated his/her housing unit as a result of actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or other member of the applicant's household; or
 2. The applicant lives in a housing unit with such an individual who engages in such violence.

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

3. The applicant has been displaced to avoid reprisals (witness relocation). This will apply when a family member has provided information on criminal activity to a law

enforcement agency and, based on a threat assessment, the law enforcement agency recommends rehousing the family to avoid reprisals.

4. The applicant is displaced due to a hate crime. A hate crime means actual or threatened physical violence or intimidation against a person or the person's property that is based on the person's race, color, religion, sex, national origin, disability, or familial status.
5. The applicant is displaced by inaccessibility of a unit. This applies when a family member has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make the necessary changes as a reasonable accommodation to the disabled person.

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

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

B. Income Eligibility

1. To be eligible for admission to developments or scattered-site units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income

cannot exceed 80 percent of the median income for the area.

2. Income limits apply only at admission and are not applicable for continued occupancy.
3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the McAlester Housing Authority.
4. If the McAlester Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
5. Income limit restrictions do not apply to families transferring within the Public Housing Program.
6. Income limits for admission are established by the Department of Housing and Urban Development. No minimum income limits are established. **Appendix A** sets out the current income limits.
7. The McAlester Housing Authority may allow police officers who would not otherwise be eligible for occupancy in public housing to reside in a public housing dwelling unit. Such occupancy must be needed to increase security for public housing residents. Their rent shall at least equal the cost of operating the public housing unit.

C. Citizenship/Eligibility Status

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

1. Family eligibility for assistance.
 - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance (See Section 13.5 for calculating rents under the noncitizen rule).

- c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

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

E. Signing Consent Forms

- 1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
- 2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the McAlester Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy;
 - b. A provision authorizing HUD or the McAlester Housing Authority to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
 - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
 - d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

8.3 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The McAlester Housing Authority will look at past

conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, McAlester Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

- B. The McAlester Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
1. History of meeting financial obligations, especially rent;
 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
 4. History of disturbing neighbors or destruction of property;
 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The McAlester Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The McAlester Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:
1. A credit check of the head, spouse and co-head;
 2. A rental history check of all adult family members;
 3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the

household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the McAlester Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.
- D. Where a person with disabilities is applying for public housing and the individual's eligibility for admission, level of benefits, or qualification for preferences or priorities does not depend upon his or her being a handicapped person, the Authority may not inquire about the existence, severity of any physical or mental impairment, nor require proof that the applicant is capable of independent living. However, to the extent necessary to determine eligibility and rent, the Authority may require an applicant to provide information about the nature and extent of his/her disability or related conditions.
- E. Any applicant who has previously been found ineligible for public housing within six months of application to the Authority shall not be eligible for housing until after the six month period has expired.
- F. Reference **Appendix B** (One Strike Policy)

8.4 GROUND S FOR DENIAL

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

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

- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing for drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- M. Have engaged in or threatened abusive or violent behavior towards any McAlester Housing Authority staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;

- Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.
- R. If an applicant has been evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity (drug use, possession, or drug distribution) by any member of the applicant family, the applicant will be ineligible for admission to public housing and Section 8 assistance.
- S. Participation in a drug treatment facility, voluntary or involuntary is admission of a drug activity and grounds for denial.

8.5 **INFORMAL REVIEW**

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

The informal review may be conducted by any person designated by the McAlester Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the McAlester Housing Authority's decision. The McAlester Housing Authority must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

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

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

9.0 MANAGING THE WAITING LIST

9.1 OPENING AND CLOSING THE WAITING LIST

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

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

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

9.2 ORGANIZATION OF THE WAITING LIST

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

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

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

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

9.3 PURGING THE WAITING LIST

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

9.4 REMOVAL OF APPLICANTS FROM THE WAITING LIST

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

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

9.5 MISSED APPOINTMENTS

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

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

9.6 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the McAlester Housing Authority, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the time frame specified. The McAlester Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the McAlester Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and will provide a reasonable accommodation. An example of a reasonable accommodation

would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

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

The McAlester Housing Authority will select families based on the following local preferences within each bedroom size category based on our local housing needs and priorities:

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

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

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

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

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

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

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

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

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

10.2 ASSIGNMENT OF BEDROOM SIZES

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

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

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

In determining bedroom size, the McAlester Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

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

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of 6, will share a bedroom.
- C. Children, with the possible exception of infants (under age 2), would not be required to share a bedroom with persons of different generations, including their parents.
- D. Foster-adults and/or foster-children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.
- F. Husband and wife will share a bedroom.
- G. Housing units shall be assigned as not to require the use of the living room for sleeping purposes.

Exceptions to normal bedroom size standards include the following:

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

- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.
- E. Unit assignments will not be made which result in or perpetuate patterns of occupancy which would be inconsistent with Title VI of the Civil Rights Act of 1964 or the Fair Housing Act.

10.3 SELECTION FROM THE WAITING LIST

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

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

10.4 DECONCENTRATION POLICY

It is McAlester Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. We will accomplish this in a uniform and non-discriminating manner. We will accomplish this through incentives discussed in Section 10.5 DECONCENTRATION INCENTIVES.

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

Prior to the beginning of each year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The Deconcentration Analysis for the McAlester Housing Authority is located as **Appendix C**.

10.5 DECONCENTRATION INCENTIVES

The McAlester Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development. Any development with an average/median income +/- 15% of the MHA average/median income shall be identified as not meeting deconcentration requirements and is subject to the Deconcentration Policy and Deconcentration Incentives. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. An example of a deconcentration incentive would be to allow families to skip ahead on the waiting list if their income is such that it helps deconcentrate income levels of the McAlester Housing Authority projects. Some incentives the McAlester Housing Authority will offer include, but are not limited to the following:

1. Allow families to skip ahead on the waiting list if their income is such that it helps deconcentrate income levels of the McAlester Housing Authority projects.
2. Offer of a bigger unit so as to increase the appeal of the targeted development.
3. First month rent remainder waived if applicant is willing to move into targeted development.

10.6 OFFER OF A UNIT

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

When the McAlester Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The McAlester Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the McAlester Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file.

10.7 REJECTION OF UNIT

If in making the offer to the family the McAlester Housing Authority skipped over other

families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

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

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

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

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

10.8 ACCEPTANCE OF UNIT

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

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

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

have reviewed it with Housing Authority personnel. The certification will be filed in the tenant's file.

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

10.9 SECURITY DEPOSITS

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

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

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

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

- A. There is no unpaid rent and charges for which the resident is liable under the lease or as a result of breaching the lease;
- B. The unit and all equipment are left clear, and all trash and debris have been removed by the family;
- C. There is no breakage or damage beyond that expected from normal wear and tear; and
- D. All keys issued to the family are turned in to the Authority office when the family vacates the unit.

In the event there are costs attributable to the family for bringing the first unit into condition

for re-renting, the family shall be billed for these charges and give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

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

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

10.10 MISREPRESENTATIONS ON APPLICATION FOR ADMISSION

If misrepresentations on Application for Admission result in housing an ineligible or unsuitable family, the family may be required to vacate even though currently eligible. If misrepresentations or failure to provide facts have resulted in payment of a lower Total Tenant Payment than should have been paid, the family will be required to pay the difference between the Total Tenant Payment paid and the amount which should have been paid. In justifiable cases, the Authority may take such other action as deemed reasonable.

10.11 DWELLING LEASE

A. The Authority shall utilize a lease that:

1. Does not contain unreasonable terms and conditions;
2. Obligates the Authority to maintain the project in a decent, safe, and sanitary condition;
3. Requires the Authority to give adequate written notice of termination of the lease which shall not be less than:
 - a. A reasonable time, but not to exceed 30 days, considering the seriousness of the situation when the health or safety of other tenants or Authority staff is threatened;
 - b. Fourteen days in the case of failure to pay rent; and
 - c. Twenty-four hour emergency notice to vacate for criminal and/or drug related activity, verbal/physical abuse, threats of violence, or any activity that threatens the health or safety of resident, MHA employees or the public; and

4. Requires that the Authority may not terminate the tenancy except for serious or repeated violation of the terms or conditions of the lease or for other good cause.

- B. Each lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, all family members who will live in the unit, the Total Tenant Payment security deposit to be charged, the utility allowances, other charges under the lease, and the terms of occupancy. The lease shall be explained in detail to the applicant family before its execution. The lease shall be kept current at all times. Each adult member of the family accepted as a resident is required to execute the lease agreement prior to actual admission. One copy of the lease will be given to the family, and the original will be filed as part of the permanent records established for the family.

- C. If a resident family transfers to a different unit, the existing lease will be canceled. A new lease will be executed by each adult member of the family for the unit into which the family is to move.

- D. If any other change in a resident family's status results in the need to change or amend any provision of the lease, or if the Authority desires to waive a lease provision with respect to a resident family, (1) the existing lease is to be canceled and a new lease executed, or (2) an appropriate rider is to be prepared and executed by appropriate family members and Authority and made a part of the existing lease.

- E. Cancellation of a family's lease will be in accordance with the provisions of the lease.

- F. The current Grievance Procedure, set out in **Appendix F** attached hereto, is incorporated into the lease by reference. Resident families are entitled to utilize provisions of the Authority's Grievance Procedure to attempt settlement of disputes with the Authority.

- G. The dwelling lease shall be incorporated into this Admission/Occupancy policy by reference and is attached as **Appendix G**.

11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

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

11.1 INCOME

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

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

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are

excluded.)

- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.
 - 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - 2. Imputed welfare income
 - a. A family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction, as specified in notice to the McAlester Housing Authority by the welfare agency) plus the total amount of other annual income.
 - b. At the request of the McAlester Housing Authority, the welfare agency will inform the McAlester Housing Authority in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform the McAlester Housing Authority of any subsequent changes in the term or amount of such specified welfare benefit reduction. The McAlester Housing Authority will use this information to determine the amount of imputed welfare income for a family.
 - c. A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the McAlester Housing Authority by the welfare agency).

- d. The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
- e. The McAlester Housing Authority will not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.
- f. If a resident is not satisfied that the McAlester Housing Authority has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the McAlester Housing Authority denies the family's request to modify such amount, then the McAlester Housing Authority shall give the resident written notice of such denial, with a brief explanation of the basis for the McAlester Housing Authority's determination of the amount of imputed welfare income. The McAlester Housing Authority's notice shall also state that if the resident does not agree with the determination, the resident may grieve the decision in accordance with our grievance policy. The resident is not required to pay an excrow deposit for the portion of the resident's rent attributable to the imputed welfare income in order to obtain a grievance hearing.
- g. Relations with welfare agencies
 - 1) The McAlester Housing Authority will ask welfare agencies to inform it of any specified welfare benefits reduction for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the McAlester Housing Authority written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction.
 - 2) The McAlester Housing Authority is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the

welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the McAlester Housing Authority is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.

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

- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

11.2 ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;

- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 - 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the McAlester Housing Authority governing board. No resident may receive more than one such stipend during the same period of time;
 - 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
 - 6. Temporary, nonrecurring or sporadic income (including gifts);
 - 7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
11. The incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received. Additionally, this exclusion is only available to the following families:
 - a. Families whose income increases as a result of employment of a

family member who was previously unemployed for one or more years. Families must be in housing for at least 12 months before qualifying so that unemployment can be properly verified.

- b. Families whose income increases during the participation of a family member in any economic self-sufficiency or other job training program.
- c. Families who are or were, within 6 months, assisted under a State TANF or Welfare-to-Work program.

TANF includes both regular monthly income and one-time benefits and/or services that total at least \$500 over a 6 month period.

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

The disallowance of increased income of an individual family member is limited to a lifetime 48 month period. It only applies for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 - c. Payments received under the Alaska Native Claims Settlement Act

- d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
- e. Payments made under HHS's Low-Income Energy Assistance Program
- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program
- p. Additional income exclusions provided by and funded by the McAlester Housing Authority

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

11.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;

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

11.4 RECEIPT OF A LETTER OR NOTICE FROM HUD CONCERNING INCOME

- A. If a public housing resident receives a letter or notice from HUD concerning the amount or verification of family income, the letter shall be brought to the person responsible for income verification within thirty (30) days of receipt by the resident.
- B. The McAlester Housing Authority shall reconcile any difference between the amount reported by the resident and the amount listed in the HUD communication. This shall be done as promptly as possible.
- C. After the reconciliation is complete, the McAlester Housing Authority shall adjust the resident's rent beginning at the start of the next month unless the reconciliation is completed during the final five (5) days of the month and then the new rent shall take effect on the first day of the second month following the end of the current month. In addition, if the resident had not previously reported the proper income, the McAlester Housing Authority shall do one of the following:
 - 1. Immediately collect the back rent due to the agency;
 - 2. Establish a repayment plan for the resident to pay the sum due to the agency;
 - 3. Terminate the lease and evict for failure to report income; or

4. Terminate the lease, evict for failure to report income, and collect the back rent due to the agency.

11.5 COOPERATING WITH WELFARE AGENCIES

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

- A. To target assistance, benefits and services to families receiving assistance in the public housing and Section 8 tenant-based assistance program to achieve self-sufficiency; and
- B. To provide written verification to the McAlester Housing Authority concerning welfare benefits for families applying for or receiving assistance in our housing assistance programs.

12.0 VERIFICATION

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

12.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

The applicant (and other family members as the Authority designates) may be required to execute release and consent forms authorizing any person, firm, or association, including any Federal, State, or local agency, to furnish or release to the Authority such information as the Authority determines to be necessary.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source,

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

When third party verification cannot be obtained, the McAlester Housing Authority will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the McAlester Housing Authority has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

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

12.2 TYPES OF VERIFICATION

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

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment

Verification Requirements for Individual Items		
Item to Be Verified	3rd party verification	Hand-carried verification
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		

required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

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

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The McAlester Housing Authority will make a copy of the individual's INS documentation and place the copy in the file. The McAlester Housing Authority will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the McAlester Housing Authority will mail information to the INS in order that a manual check can be made of INS records.

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

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

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

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

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

If the McAlester Housing Authority determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

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

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

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

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

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

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

12.5 TIMING OF VERIFICATION

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

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance.

12.6 FREQUENCY OF OBTAINING VERIFICATION

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

For each family member, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that

number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 FAMILY CHOICE

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

- A. Families who opt for the flat rent will be required to go through the income reexamination process every year.
- B. Families who opt for the flat rent may request to have a reexamination and return to the income based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.
- C. Families have only one choice per year except for financial hardship cases. In order for families to make informed choices about their rent options, the McAlester will provide them with the following information whenever they have to make rent decisions:
 - 1. The McAlester Housing Authority's policies on switching types of rent in case of a financial hardship; and
 - 2. The dollar amount of tenant rent for the family under each option. If the family chose a flat rent for the previous year, the McAlester Housing Authority will provide the amount of income-based rent for the subsequent year only the year the McAlester Housing Authority conducts an income reexamination or if the family specifically requests it and submits updated income information.

13.2 THE INCOME METHOD

The total tenant payment is equal to the highest of:

- A. 10% of the family's monthly income;
- B. 30% of the family's adjusted monthly income; or
- C. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of those payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this provision is the amount resulting from one application of the percentage; or
- D. The minimum rent of \$25.

13.3 MINIMUM RENT

The McAlester Housing Authority has set the minimum rent at **\$25**. If the family requests a hardship exemption, however, the McAlester Housing Authority will suspend the minimum rent beginning the month following the family's request until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - 2. When the family would be evicted because it is unable to pay the minimum rent;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment; and
 - 4. When a death has occurred in the family.

- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the beginning of the suspension of the minimum rent. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

13.4 THE FLAT RENT

The McAlester Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its age, condition, amenities, services, and neighborhood. The McAlester Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

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

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

13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

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

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

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

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

The family's assistance is prorated in the following manner:

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

13.6 UTILITY ALLOWANCE

The McAlester Housing Authority shall establish a utility allowance for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the McAlester Housing Authority will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances. A utility allowance schedule is attached as **Appendix I**.

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

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Requests for relief from surcharges for excess consumption of McAlester Housing Authority purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by the McAlester Housing Authority on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

13.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the McAlester Housing Authority, 620 W. Kiowa, McAlester, OK 74501. Reasonable accommodations for this requirement will be made for persons with disabilities.

If the rent is not paid by the fifth of the month, a 5 Notice to Vacate will be issued to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur a bank charge for insufficient funds plus an additional charge of \$10 for processing costs.

If there is good reason for an extension of time to pay the delinquent rent, the Authority may enter into an agreement with the resident. Such agreement will be in writing, signed by both

parties, and require the resident to make future rent payments in full not later than the 5th of the month during which they become due. The agreement will specify the due dates and dollar amounts of periodic payments to be made toward settlement of the past due balance.

Failure to reach an agreement, or failure of the resident to abide by the terms of the agreement, will result in a 14 day notice of lease cancellation to the resident in writing. If the resident contacts the Authority within the 14 day notice period and pays the past due balance in full, the notice of lease cancellation will be rescinded in writing. If the resident does not contact the Authority during the 14 day notice period and does not pay the past due balance in full, the Authority may file for eviction. Once the eviction has been filed, no payments on past due or current rent will be accepted from the resident until the case is settled. All terminations shall be processed in accordance with the requirements of the lease, State law, and Federal regulations.

13.8 OTHER CHARGES

Charges other than rent, such as excess utility usage and resident caused damages, shall not become due and collectable until the first day of the second month following the month during which the charge is incurred. If not paid by the 5th day of the month, a 30 day notice is sent. If no response, a 10 day notice of lease termination is mailed or delivered.

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement

14.2 EXEMPTIONS

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

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability he or she is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.

- D. Family members engaged in work activity.
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

14.3 NOTIFICATION OF THE REQUIREMENT

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

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

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after July 1, 2001. For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

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

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

The McAlester Housing Authority will coordinate with social service agencies, local

schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the McAlester Housing Authority may create volunteer positions including, but not limited to light grounds maintenance, litter patrols, program participation and supervising and record keeping for volunteers.

14.5 THE PROCESS

Upon admission, or at the first annual reexamination on or after July 1, 2001, and each annual reexamination thereafter, the McAlester Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
- D. Assign family members to a coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the McAlester Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

The McAlester Housing Authority has the authority to accept or deny community service activities. Residents must notify the McAlester Housing Authority before any community service begins so that it may be approved as an eligible activity.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The McAlester Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and

- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

14.7 OPPORTUNITY FOR CURE

The McAlester Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns go toward the current commitment until the current year's commitment is made.

The coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the McAlester Housing Authority shall take action to terminate the lease.

14.8 PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

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

15.0 RECERTIFICATIONS

At least annually, the McAlester Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

15.1 GENERAL

The McAlester Housing Authority will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. At the appointment, the family can make their decision as to using the income rent method or the flat rent method. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

The Authority shall reexamine the income and composition of all resident families at least once every twelve months and determine whether the family's unit size is still appropriate. After consultation with the family and upon verification of the information, the Authority shall make appropriate adjustments in Tenant Rent and Total Tenant Payment. If it is not possible to obtain all verifications necessary to complete a reexamination by the anniversary date, a temporary rent will be established based on data supplied by the family. The family will be notified that payments based on this unverified report of anticipated income are to be made pending establishment of final rent. The notice will make clear that when the final rent is determined it will be effective from the reexamination anniversary date, and that the family will be charged for any balance due, or credited with any overpayment. Appropriate lease changes will be made for each adjustment.

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

15.2 MISREPRESENTATION AT ANNUAL REEXAMINATION

If the reexamination discloses that the family at time of admission, or at any previous reexamination, made misrepresentations that resulted in the family's being classified as eligible when, in fact, ineligible, the family may be required to vacate even though currently eligible. Furthermore, if at the time of reexamination it is found that the misrepresentations or failure to provide facts resulted in a lower rent being charged, the family will be required to pay the difference between the rent paid and the amount that should have been paid. In justifiable cases, this Authority may take such other action as deemed reasonable. If the Authority is unable to complete the annual reexamination because of the fault of the family, the effective date of any change will be the reexamination anniversary date.

If, by no fault of the family, the Authority is unable to complete its annual reexamination, the effective date of any increase in Total Tenant Payment will be the first of the second month following completion of the reexamination; the effective date of any decrease in Total Tenant Payment will remain the reexamination anniversary date, and the Family will be given the appropriate Total Tenant Payment credits for overpayment.

15.3 MISSED APPOINTMENTS

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

15.4 FLAT RENTS

During the resident's Annual Reexamination Interview, the resident will be provided the following information.:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the income amount.
- B. The amount of the flat rent.
- C. A fact sheet about income rents that explains the types of income counted, the most common types of income excluded, and the categories of allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years. Family composition exams and inspections will still be conducted annually.
- E. Families who opt for the flat rent may request to have a reexamination and return to the income-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the income method would be more financially feasible for the family.
- F. The dates upon which the McAlester Housing Authority expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, McAlester Housing Authority will send a reexamination letter to the family. The opportunity to select the flat rent is available only at this time. At the appointment, the McAlester Housing Authority may assist the family in identifying the rent method that would be most advantageous for the family. The family can then select which rent method they wish to use.

15.5 THE INCOME METHOD

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

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

The total tenant payment is equal to the highest of:

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

15.6 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

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

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

15.7 INTERIM REEXAMINATIONS

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

Families will be required to report any increase in income between annual reexaminations. The MHA will not increase tenant rent at interim examinations, only at annual reexaminations. For any tenant who experiences a loss of income, the MHA may delay, but not refuse, for up to 2 months, to conduct a rent change so that if resident gains alternate

income (new job, unemployment) the rent will be adjusted to the new income. If there is an income increase, the rent will not increase until the next annual reexamination.

Any resident receiving a utility check must report an increase in income. The resident's rent will be raised as to counteract the utility check but the resident will not pay rent until the next annual reexamination.

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

- A. Increases and decreases in income which would justify a rent change;"
- B. Changes in family composition: A member has been added to the family through birth or adoption or court-awarded custody or a member has left the family household (addition or subtraction of family members).
- C. Such other circumstances as would create a hardship situation.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The McAlester Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.9.

Failure to report required changes could result in a retroactive rent charge and/or lease termination. If the Authority receives information concerning a change in the family's composition, income or other circumstances between regularly scheduled reexaminations, the Authority must consult with the family and make any adjustments determined to be appropriate. Any change in the family's income or other circumstances that result in adjustment in Tenant Rent or Total Tenant Payment must be verified.

Families are not required to, but may at any time, request an interim reexamination based

on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the McAlester Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

15.8 SPECIAL REEXAMINATIONS

If at the time of annual reexamination a family's present condition of employment is too unstable to project the Adjusted Income for the upcoming twelve month period for the purpose of determining Total Tenant Payment, special reexaminations will be scheduled on a 30-day basis. These specific reexaminations will take place until the family's circumstances have stabilized.

15.9 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

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

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

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

15.10 RESTRICTION ON EVICTION OF FAMILIES BASED UPON INCOME

The Authority shall not commence eviction proceedings, or refuse to renew a lease, based on the income of the resident family unless: (a) it has identified, for possible rental by the family, a unit of decent, safe, and sanitary housing of suitable size available at a rent not exceeding the Tenant Rent as defined in Section 2, or (b) it is required to do so by local law.

16.0 UNIT TRANSFERS

16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.
- E. To provide an incentive for families to assist in meeting the McAlester Housing Authority's deconcentration goal.
- F. To eliminate vacancy loss and other expenses due to unnecessary transfers.

16.2 CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain McAlester Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the McAlester Housing Authority when a transfer is the only or best way of solving a serious problem.

16.3 DOCUMENTATION

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

16.4 INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development

where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

Families living in multifamily developments have the opportunity to transfer to scattered-site housing. Families approved for such transfers will meet the following eligibility criteria:

- A. Have been a tenant for three years;
- B. For a minimum of one year, at least one adult family member is enrolled in an economic self-sufficiency program or is working at least thirty-five (35) hours per week, the adult family members are 62 years of age or older or are disabled or are the primary care givers to others with disabilities;
- C. Adult members who are required to perform community service have been current in these responsibilities since the inception of the requirement or for one year whichever is less;
- D. The family is current in the payment of all charges owed to the McAlester Housing Authority and has not paid late rent for at least one year;
- E. The family passes a current housekeeping inspection and does not have any record of housekeeping problems during the last year;
- F. The family has not materially violated the lease over the past two years by disturbing the peaceful enjoyment of their neighbors, by engaging in criminal or drug-related activity, or by threatening the health or safety of tenants or Housing Authority staff.

16.5 PROCESSING TRANSFERS

The Authority shall maintain a list of families that need to be transferred. The family name shall be placed on this list on the day the Authority becomes aware of family composition change or other circumstances requiring a change. Families underhoused shall be given preference over families over-housed in the transfer process. Families needing special consideration because of handicap or disability shall be accommodated before over-housed families whenever possible. Transfers to other dwelling units will be made as follows:

- A. Residents will be transferred to a dwelling unit of equal size, either within a location or site or between locations or sites, only to alleviate hardships as determined by the Authority; and
- B. Normally, transfers within a location or site or between locations or sites for hardship reasons, or to correct over/under-housing shall have priority over new

applicants. The Authority will not require a family residing in a unit too large for its needs to transfer into a smaller unit unless the Waiting List reflects a need for the occupied unit.

Transfers in category 1 and 2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category 1 will be housed ahead of transfers in category 2. Transfers in Category 2 will be housed ahead of category 3. Transfers in category 3 will be housed last.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

Categories 1 and 2 will be housed before new admissions. Category 3 transfers will be transferred at the discretion of the Housing Authority taking into consideration, Housing needs, family needs, and deconcentration guidelines.

Tenants with owe an outstanding balance to the MHA will not be eligible for transfers until they have been in good standing with a repayment agreement for 3 months.

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

- A. If the family rejects with good cause, any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the McAlester Housing Authority and the family rejects two offers without good cause, the McAlester Housing Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the McAlester Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's

name will be removed from the transfer list.

16.6 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

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

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

- A. When the transfer is needed in order to carry out rehabilitation activities; or
- B. When action or inaction by the McAlester Housing Authority has caused the unit to be unsafe or inhabitable.

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

16.7 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the McAlester Housing Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

16.8 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In

considering the request, the McAlester Housing Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The McAlester Housing Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The McAlester Housing Authority will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

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

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

16.9 RIGHT OF THE MCALESTER HOUSING AUTHORITY IN TRANSFER POLICY

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

17.0 INSPECTIONS

An authorized representative of the McAlester Housing Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the McAlester Housing Authority file and a copy given to the family member. An authorized McAlester Housing Authority representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any damages to the unit.

17.1 MOVE-IN INSPECTIONS

The McAlester Housing Authority and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

17.2 ANNUAL INSPECTIONS

The McAlester Housing Authority will inspect each public housing unit annually to ensure that each unit meets the McAlester Housing Authority's housing standards. Work orders will be submitted and completed to correct any deficiencies.

17.3 PREVENTATIVE MAINTENANCE INSPECTIONS

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

17.4 SPECIAL INSPECTIONS

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

17.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual reexamination, or at other times as necessary, the McAlester Housing Authority will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections, the McAlester Housing Authority will give the tenant at least one (1) day written notice.

17.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the McAlester Housing Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

17.8 MOVE-OUT INSPECTIONS

The McAlester Housing Authority conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security

deposit.

18.0 PET POLICY

18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

18.2 PETS IN SENIOR BUILDINGS

The McAlester Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the McAlester Housing Authority harmless from any claims caused by an action or inaction of the pet.

18.3 APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

18.4 TYPES AND NUMBER OF PETS

The McAlester Housing Authority will allow only domesticated dogs, cats, birds, rodents (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only one (1) pet per unit allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed fifteen (20) pounds in weight.

18.5 INOCULATIONS

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be filed with the MHA to attest to the inoculations.

18.6 FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the McAlester Housing Authority reserves the right to exterminate and charge the resident.

18.7 NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or McAlester Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

18.8 DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the projects. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals, no pets shall be allowed in the community rooms, community room kitchens, public bathrooms, lobbies, or offices in any of the housing authority sites.

18.9 VISITING PETS

Pets that meet the size and type criteria outlined above may visit the projects/buildings where pets are allowed for up to two weeks without McAlester Housing Authority approval.

Tenants who have visiting pets must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet.

18.10 REMOVAL OF PETS

The McAlester Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of the MHA staff, of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of the pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the McAlester Housing Authority has permission to call the emergency caregiver designated by the resident or the local Animal Control Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

18.11 MISCELLANEOUS RULES

Pets may not be left attended in a dwelling unit for over 10 hours. If the pet is left unattended and no arrangements have been made for its care, the MHA will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculations.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when housing employees, agents of the Housing Authority, or others who must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling

lease.

A pet owner who violated any other conditions of this policy may be required to remove his/or her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

The housing authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy."

19.0 REPAYMENT AGREEMENTS

When a resident owes the McAlester Housing Authority back charges and is unable to pay the balance by the due date, the resident may request that the McAlester Housing Authority allow them to enter into a Repayment Agreement. The McAlester Housing Authority has the sole discretion of whether to accept such an agreement.

Applicants, participants, and residents who owe an outstanding balance, to MHA or to another Public Housing Authority in connection with low-income public housing, Section 8, or any other housing assistance program under the U.S. Housing Act of 1937, or any other landlord shall be determined ineligible for admission in housing programs administered by the McAlester Housing Authority until repayment has been made in full.

In the case of continued participation (annual, special review, and/or transfer) MHA may offer the Resident an agreement to repay outstanding balances owed to MHA or another housing authority. Such agreements must be executed within thirty (30) days from the date of notification or eviction procedures will be implemented.

- (1) The agreement will state the terms of the repayment schedule. The terms shall be from one (1) to twelve (12) months. In no case shall the agreement exceed twelve (12) months.
- (2) Any breach of the reimbursement agreement will be grounds for immediate termination of Lease action.
- (3) A Resident who has executed a repayment agreement shall not be eligible for transfer to another low-income public housing unit until they have been in good standing on the repayment agreement for 3 months prior to the transfer.

At the discretion of the Executive Director or his/her designee, the following exemptions may be considered:

- (a) Medical--a Resident may be transferred upon request for medical reasons when a transfer to another unit would eliminate or decrease the advancement of a medical condition or is required in order to be closer to available and necessary medical treatment. A doctor's statement verifying the need for

- such transfer may be required.
- (b) Emergency--an adult family member may be transferred upon request if an abusive situation exists within the household (i.e. battered spouse) which requires a resident to need emergency housing elsewhere. This must be verified by a clergy, police report, or a shelter designated in aiding in abusive situations. Children may accompany the custodial parent.
 - (c) Natural disaster--a Resident family may be transferred because of a natural disaster (i.e. tornado, fire, flood), which makes the existing unit uninhabitable.
 - (d) Safety/security--when the safety and well being of a Resident is in immediate jeopardy of physical and/or emotional harm, a Resident member or family may be transferred upon request after proper verification and/or investigation. If a Resident should die while residing on the Authority's premises, all of their personal belongings should be boxed up for a family member to collect and the apartment secured by Authority personnel.
 - (e) Administrative--a Resident may be transferred before the end of the waiting period if administrative guidelines require it. (i.e. income deconcentration, income targeting, over/underhoused)
- (4) All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

A down-payment on the balance is required at the time the agreement is executed. Monthly payment amount will be established after a review of all relevant family income information. The applicant and/or tenant will remain in good standing with the Housing Authority as long as all payments are received in a prompt timely manner. Failure to abide by this Repayment Agreement will result in one or more of the following actions:

- A. Section 8 applicants and/or Public Housing applicants will have their applications withdrawn until payment in full has been received.
- B. Public Housing tenants will have the unpaid balance filed in Pittsburg County Court for collection of the total unpaid balance, plus court costs.
- C. Section 8 tenants will have their rental assistance terminated and provide proper notice to the landlord. The Housing Authority will pursue further legal remedy for the remaining unpaid balance.
- D. Public housing and Section 8 tenants will have their accounts referred to a collection agency if the tenant becomes delinquent in the repayment agreement.
- E. Tenants will be referred to a credit bureau and other appropriate clearinghouses that maintain debt information.

It should be noted that the agreement will be in default when one (1) payment is delinquent. When the Repayment Agreement is in default, no future repayment agreements will be made

with the same family. All monies are due in full.

In the case of current rent, MHA may provide the Resident with up to a thirty (30) day extension of rent agreement in the following situations:

- (1) delay of periodic benefits;
- (2) loss of moneys through theft;
- (3) household emergencies (birth, death, catastrophic illness);
- (4) delay of interim review,

A Resident who has executed a thirty (30) day extension of rent agreement shall not be eligible for a transfer to another low-income public housing unit until all moneys owed MHA per the agreement for a prior unit are paid.

20.0 TERMINATION

20.1 TERMINATION BY TENANT

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

20.2 TERMINATION BY THE HOUSING AUTHORITY

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

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

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;

- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the McAlester Housing Authority;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and
- M. Other good cause.

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

Failure of a family to comply with the provisions of the resident's lease shall cause the Authority to begin eviction proceedings in accordance with State law. Resident families are entitled to utilize provisions of the Authority's Grievance Procedure (**Appendix F** attached hereto) to attempt settlement of disputes with the Authority. The US Department of Housing and Urban Development has determined that a civil court provides the elements of due process for tenants who have been evicted. Therefore, there are no grievance procedures in eviction cases involving termination of tenancy for any activity that threatens the health, safety, or right to peaceful enjoyment of the premises; or any drug-related criminal activity ON OR OFF SUCH PREMISES, not just on or near such premises.

20.3 ABANDONMENT

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

When a unit has been abandoned, an McAlester Housing Authority representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when

it will be disposed of. If the McAlester Housing Authority does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

If any property left in the unit is not claimed within 90 days of the date of notice. The contents of the unit will be disposed of or donated at the McAlester Housing Authority's discretion.

Within 120 days of learning of an abandonment, the McAlester Housing Authority will either return the deposit or provide a statement of why the deposit is being kept.

21.0 OTHER TENANT CHARGES

The tenant will be charged for special goods and services, and for the cost of all repairs or 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 J** attached hereto.

22.0 COMPLAINTS OF DISCRIMINATION

A Fair Housing and Equal Opportunity poster containing information on filing complaints with HUD by those persons believing themselves to be subjects of discrimination will be posted conspicuously in project office(s) for public information and inspection.

23.0 BAN POLICY

A Banned Visitor Form may be completed on a problem or undesirable visitor by the McAlester Housing Authority. SEE **APPENDIX K, McALESTER HOUSING BAN POLICY**

1. The "Banned" visitor must be formally advised of the action taken, and further advised that a violation will place that individual in a Trespassing situation. This may be either verbal by MHA staff or in writing.
2. Any resident that invites or allows a banned person to visit their premises will be in direct violation of the ban policy and may be subject to eviction.

24.0 PEST CONTROL POLICY

The McAlester Housing Authority recognizes the importance of pest control in providing a living environment of adequate health and safety for its residents. To achieve this control,

the authority has adopted a pest control policy attached as **APPENDIX L**.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

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

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

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

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

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

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

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

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Assistance applicant: A family or individual that seeks admission to the public housing program.

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

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

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

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

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

Covered Families: Families who receive welfare assistance or other public assistance benefits ("welfare benefits") from a State or other public agency ("welfare agency") under a program for

which Federal, State, or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

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

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

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

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

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. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

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

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

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

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

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

Family includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster

adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the income method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Full-Time Student: A person who is attending school or vocational training on a full-time basis.

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

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

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

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

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

Interim (examination): A reexamination of a family income, expenses, and household

composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of HUD's findings that such variations are necessary because of unusually high or low family incomes.

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

Minor: A person under the age of legal competence unless otherwise determined by State Law.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

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

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

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

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. 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.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Participant: A family or individual that is assisted by the public housing program.

Person with Disabilities: A person who:

- A. Has a disability as defined in 42 U.S.C. 423.
- B. Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;
 2. Substantially impedes his or her ability to live independently; and
 3. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- C. Has a developmental disability as defined in 42 U.S.C. 6001.

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

For purposes of qualifying for low-income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence.

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

Processing Entity: The person or entity that is responsible for making eligibility and related determinations and income reexamination. In the Section 8 and public housing programs, the processing entity is the responsibility entity.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR 5.520)

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

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Responsible Entity:

- A. For the public housing program, the Section 8 tenant-based assistance program (24 CFR 982), and the Section 8 project-based certificate or voucher program (24 CFR 983), and the Section 8 moderate rehabilitation program (24 CFR 882), responsible entity means the PHA administering the program under an ACC with HUD;
- B. For all other Section 8 programs, responsible entity means the Section 8 project owner.

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

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

Specified Welfare Benefit Reduction:

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

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

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

Spouse: One's husband or wife.

Standard Permanent Replacement Housing: Standard, permanent replacement housing is

housing that is decent, safe, and sanitary; adequate for the family size; and family occupied under a lease or occupancy agreement.

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

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Substandard Housing: A unit is substandard if it:

A. Is dilapidated;

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 critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding.

The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

B. Does not have operable indoor plumbing;

C. Does not have a usable flush toilet inside the unit for the exclusive use of a family;

D. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;

E. Does not have electricity, or has inadequate or unsafe electrical service;

F. Does not have a safe or adequate source of heat;

G. Should, but does not, have a kitchen; or

H. Has been declared unfit for habitation by an agency or unit of government.

I. 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 public or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

b. An institution that provides a temporary residence for individuals intended to be institutionalized; or

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

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant

to an act of Congress or State law.

A "homeless family" will include participants in transitional housing programs.

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).

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 McAlester, OK, and has been declared substandard by said entity.

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
 - 1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :
 - a. 30% of the family's monthly adjusted income;
 - b. 10% of the family's monthly income; or
 - c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such

payments which is so designated.

d. Minimum rent

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.

B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and © of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utilities: Utilities are water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection, and sewage services. Telephone and cable service are not included as utilities.

Utility Allowance: If the cost of utilities (except telephone) 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 made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

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. (24 CFR 5.603)

Very Low-Income Families: Families whose incomes do not exceed 50% of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50% of the median for the area that such variations are necessary because of unusually high or low family incomes.

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWRA	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

**APPENDIX A
INCOME LIMITS**

Number of Persons	Extremely Low Income <30% AMI	Very Low Income 31%-50% AMI	Low Income 51%-80% AMI
1	7900	12600	20150
2	8650	14400	23050
3	9700	16200	25900
4	10800	18000	28800
5	11650	19450	31100
6	12250	20900	33400
7	13400	22300	35700
8	14250	23750	38000

Revised 6-11-01

APPENDIX B

ONE STRIKE AND YOU'RE OUT

Now, therefore be it resolved by the Housing Authority of the City of McAlester, Oklahoma as follows: that the following policy for admission to and occupancy of low income public housing and Section 8 pertaining to screening and/or eviction pursuant to any drug-related activity and/or criminal activity be established:

PURPOSE

The goal of the McAlester Housing Authority is to provide safe, clean, and affordable housing. Moreover, it is the right of all individuals to live in peace and to feel free from fear, intimidation, and abuse. In order to ensure this environment, it is therefore the responsibility and requirement of each tenant/household to abide by the terms herein.

In March 1996, Congress passed the Housing Opportunity Program Extension Act (Extension Act). This act authorizes and obligates the Authority to implement this policy regarding screening and eviction of tenants in Public or Section 8 Housing.

SECTION I.....SCREENING PROCESS

A. Any person who engages in criminal activity and/or any illegal drug related activity is not allowed to live in Public or Section 8 Housing. Also prohibited is any activity that poses a threat to the life, health, safety, or peaceful enjoyment of any resident, their guest, employee of the MHA, or other members of the community.

B. For the purposes of the policy, criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or employees of the McAlester Housing Authority shall include, but is not limited to, any of the following:

1. Crimes of violence:
 - (a) assault or threat of assault
 - (b) murder
 - © battery
 - (d) use of, or the treat of the use of firearms or weapons, including "BB guns, knives, clubs, or other dangerous objects;
2. Crimes against property:
 - (a) burglary
 - (b) larceny
 - © robbery

3. Crimes that impose a financial cost:
 - (a) vandalism
 - (b) arson

4. Crimes of sexual misconduct:
 - (a) sexual molestation
 - (b) seduction or corruption of a minor
 - © prostitution or
 - (d) similar or related conduct;

5. Crimes that involve disturbing the peace:
 - (a) alcohol abuse or
 - (b) any repeated activity that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, their guest, employee of the MHA, or other members of the community.; or

6. Crimes that involve illegal drug related activity:
 - (a) manufacture of
 - (b) sale of
 - © possession of or
 - (d) the use of any illegal controlled substance.

C. Moreover, any applicant who has been evicted from Public Housing because of drug-related activity shall be denied occupancy. Any resident evicted from housing within one year of application to Section 8 housing shall be denied occupancy.

D. The Authority will conduct a comprehensive background check on the applicant and all appropriate members of the applicant's household. This check may include but is not limited to the following:

1. Review of police and court records
2. Review of NCIC records
3. Credit references and
4. Landlord references and
5. Consultations with
 - a. Probation officers
 - b. Parole officers
 - c. Local social service providers.
 - d. Drug and alcohol treatment facilities
 - e. Police, Sheriff, and Security personnel

It is also noted that a conviction is not needed to prove the presence of illegal activity. Participation in a drug treatment facility constitutes admission to past drug activity and therefore is grounds for

denial of housing.

This background check shall be accomplished through a united effort with the Pittsburg County Sheriff's Office. The McAlester Housing Authority may make written inquiry regarding all appropriate members of the household to the specific police department of the previous location of the applicant.

All infractions falling within the scope of this policy including copies of official police complaints and reports will be kept in the tenant's file or another secured file. This file will be located in the office of the McAlester Housing Authority. This information will only be accessible to authorized personnel on a need to know basis.

E. The Authority shall not discriminate on the basis of race, creed, national origin, religion, age, sex, disability, or familial status during any phase of the screening process. Moreover, the Authority will comply with all Civil Rights, fair housing policies, and privacy laws.

F. In the event the Authority deems an applicant ineligible for admission, the Authority shall promptly notify the applicant of its decision. Subsequent to the decision, the applicant has the right to an informal hearing. If the denial of occupancy is based on a criminal record, the Authority shall provide the applicant with a copy of the criminal record and an opportunity to dispute the accuracy and relevance of that record.

"One Strike and You're Out" shall be interpreted in accordance with federal statutes and regulations and in compliance with HUD policy. Any conflict between this policy and federal statutes, regulations, or HUD handbook will be resolved in favor of federal law and policy.

Section II... Eviction

The Extension Act of 1996 both obligates and authorizes the Authority to implement the "One Strike and You're Out" Public or Section 8 Housing Policy. This policy is an amendment to the present Eviction Policy but does not supplant it. The McAlester Housing Authority lease specifies that any violation of the aforementioned prohibited activity is cause for eviction. In addition, this federal law imposes on tenants an affirmative obligation to assure that neither they, nor any member of their household, or guest, or any person under their control will engage in prohibited criminal or drug-related activity.

A. Pursuant to the terms of this policy, grounds for eviction from the Authority premises shall be the same as the screening process and in general shall include, but are not limited to the following:

1. Any criminal activity
2. Any drug related criminal activity
3. Any alcohol abuse and
4. Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other resident, their guest, employee of the MHA, or other members of the community.

B. It is understood that the tenant/household shall be evicted if the prohibited activity is committed either on or off the McAlester Housing Authority premises. Any violation of the terms of this policy regarding criminal activity constitutes a “One Strike and You’re Out.”

C. It is also noted that criminal activity is cause for eviction even in the absence of arrest or conviction. If the McAlester Housing Authority believes, in good faith, that a breach of this lease has occurred, the Authority may terminate tenancy without regard to the following:

1. Whether or not any person, whose conduct is at issue, has been arrested, charged or convicted by law; or

2. Whether or not tenant had knowledge, in fact, of any criminal or drug related activity engaged in by a member of tenant’s household, or of any guest or invitee. Any exception would be the removal of household member’s name from the lease and the refusal of said member of household or guest on Authority premises.

D. It shall be presumed that any person engaging in the prohibited activity is a guest or visitor of the tenant, or a member of tenant’s household, if any criminal activity takes place on the premises.

E. Unlawful activity shall not be tolerated. In the event that the Authority deems it necessary to evict, the Authority ensures that resident’s rights are preserved through the court process. Any eviction based on criminal activity shall be preceded by notice to tenant. The US Department of Housing and Urban Development has determined that a civil court provides the elements of due process for tenants who have been evicted. Therefore, there are no grievance procedures in eviction cases involving termination of tenancy for any activity that threatens the health, safety, or right to peaceful enjoyment of the premises; or any drug-related criminal activity ON OR OFF SUCH PREMISES, not just on or near such premises. Prior to court, the Authority shall provide tenant occasion to review any relevant documents, records, or regulations related to the eviction

F. Because evictions are civil and not criminal, it is understood that eviction may occur despite arrest or conviction. However, any criminal activity is subject to state and federal laws and shall proceed entirely through the court system. Tracking of the prohibited aforementioned activities shall continue in the One Strike and You’re Out policy with the McAlester Police Department and Pittsburg County Sheriff’s Office reporting to the McAlester Housing Authority any criminal or drug related activity on Authority premises and any tenant who violates this policy.

G. Moreover, the Authority will comply with all Civil Rights, fair housing policies, and privacy laws and shall not discriminate on the basis of race, creed, national origin, religion, age, sex, disability, or familial status during any phase of the eviction process.

H. Any conflict between this policy and federal statutes, regulations, or HUD handbook will be resolved in favor of federal law and policy.

SECTION III... NONRESIDENT VIOLATORS

This Housing Authority will maintain a zero tolerance for any person that comes onto any Housing Authority owned property and violates the rules and regulations of this Housing Authority. Any nonresident found in violation of this policy, or any other infraction listed in the lease agreement that threatens the health, safety, or right to peaceful enjoyment of the premises by the residents, and/or employees of the Housing Authority will be permanently barred from all Housing Authority properties. Any individual entering a property of the Housing Authority after being barred will be charged for criminal trespassing. This will be enforced to the fullest extent possible.

SECTION IV... REPORTING POLICIES

All employees of this Housing Authority are responsible for insuring that all rules, regulations and guidelines set forth by this Housing Authority are complied with to the fullest extent possible. Further, all employees have been made aware of the One Strike and You're Out Policy. Employees are required to report all violations personally observed or related to them by residents or other concerned citizens within the community.

The following steps will be taken by employees of this Housing Authority upon gaining knowledge of any information concerning violations on the part of anyone on or near Housing Authority Properties. This could be concerning illicit drug activity, other criminal activity and/or disruptive alcohol abuse.

1. Prepare a written account of your observations and/or information received from another source. The written account should include the date and time of the occurrence.
2. Immediately report the incident to the Executive Director with the written information to be turned in to the Executive Director or their designated representative concerning these matters.
3. Matters concerning drug, gang, violent, or related activity will also be immediately reported to the Security Department by the Executive director. The Security department has the responsibility to contact the agencies that need notification for necessary action.
4. Any sighting of illegal drugs laying in plain view anywhere in the units, whether in occupied or vacant units, will immediately be reported to the Executive Director. Care will be taken on the part of all employees not to touch anything in the area of the drugs or drug paraphernalia. The employee will remain at the scene if possible until arrival of a representative of the Executive Director. The employee will be required to describe to responding law enforcement personnel the circumstances surrounding the finding of the illicit drugs.
5. It is the responsibility of the Executive Director or his/her representative to contact the proper authorities for immediate response and to proceed to the scene to verify and record all necessary information for report purposes. Once completed, the responding individual will immediately report

all information concerning actions taken to the Executive Director upon their return to the office.

6. Incident and/or complaint reports generated by law enforcement agencies or security that occur on the Housing Authority properties, a copy will be obtained for Housing Authority purposes. These reports will be kept on file with the security department.

Employees of the Housing Authority, upon accepting employment with this Housing Authority automatically accept full responsibility to comply with the rules, regulations and guidelines set forth by this Housing Authority, and the adherence to the laws and guidelines set forth by HUD, City, State and Federal legislature concerning the issues addressed in this policy.

APPENDIX C
McALESTER HOUSING AUTHORITY
DECONCENTRATION ANALYSIS
2-5-2001

The Public Housing Reform Act requires the McAlester Housing Authority to conduct a Deconcentration Analysis of its Public Housing developments each year. This analysis must be reported in the PHA Annual Plan with an explanation of any discrepancies in the analysis. The McAlester Housing Authority must also adopt Deconcentration Policies in its Admissions and Continued Occupancy Policy to rectify these discrepancies.

To be considered in compliance with Deconcentration regulations, the average income of each individual development must be similar to the average income of the entire PHA. Housing Authorities may substitute the medium income for the average income with a justification of the substitution. Also, Housing Authorities may use a bedroom adjustment to figure the average/medium incomes. To be in compliance, the average/medium income of the individual development must be within 15% of the average/medium income of the entire development.

In January of 2001, the McAlester Housing Authority conducted its Deconcentration Analysis. The results are as follows.

Project	Medium Income w/ bedroom size Adjustment	Deconcentration upper and lower limits	
		85%	115%
62-All	6747.50	5735.40	7759.60
62-001	6744.76	Within Limits	
62-002	6986.10	Within Limits	
62-003	6600.40	Within Limits	
62-004	9360.00	Outside Limits	
62-005	6790.20	Within Limits	

As you can see, all but one MHA projects are in compliance using the medium income limit with the bedroom adjustment. Project 62-004 is the only project not in compliance. This project only has three units in it with two incomes being very high and one income very low. It is very hard to deconcentrate a project with only 3 units therefore we will not use this project to dictate policy.

Although this Deconcentration Analysis did not show a great need for a Deconcentration Policy, one was developed and included in our Admissions and Continued Occupancy Policy last year and we will be updating it. We will be adding incentives the MHA can offer high income applicants to get

them to move into lower income projects. These incentives include allowing high income applicants to skip to the top of the waiting list if they will move into a lower income project. Other incentives may include offering a larger size unit to higher income families for accepting a unit in a lower income project.

The table above shows that the McAlester Housing Authority used the median income of families instead of the average income. The average incomes of the projects and the McAlester Housing Authority's unique development makeup would skew the results and produce income discrepancies.

Averaging would skew the 62-001 project results and show a lower income than the MHA limits would allow. This is because 15 of the 18 people in public housing live in project 62-001 and 10 of those people are in 1 or 0 bedroom units and are not eligible for housing in any other project. This considerably lowers the average income in this project. Project 62-001 is also the only project besides our elderly project (62-003) that is not a scattered site. All the units in 62-001 are duplexes and tri-plexes where all other projects except 62-003 are single family dwelling units. This makes these units harder to rent. Also, the units in 62-001 do not have drier hookups due to their age. This unit does have security to increase safety, but due to an old, bad reputation, people are more afraid to rent 62-001. Also, since security is present, the MHA is more aware of lease violations in 62-001 and there for it has a higher turnover rate. Due to the reasons listed above, people of higher incomes are more willing and able to wait for a unit to come available elsewhere while lower income families are more desperate and will accept this project more readily.

If averaging were used with the bedroom adjustment, our elderly project (62-003) would be over income. All of our elderly have decent incomes due to retirement or social security benefits and therefore their average income is higher.

In conclusion, the Deconcentration Analysis did not show a great discrepancy in incomes among the projects owned by the MHA when using the median income with the bedroom adjustment. We will however, make an effort to move higher income families into 62-001 and lower income families into higher income projects so that in the future, the MHA will not have to use median incomes.

**APPENDIX D
UNITS**

ALL ADDRESSES ARE CITY OF McALESTER, COUNTY OF PITTSBURG
STATE OF OKLAHOMA, ZIP CODE 74501

62-001 SITE A

1501 E. Chickasaw	1542 E. Chickasaw
1502 E. Chickasaw	1543 E. Chickasaw
1503 E. Chickasaw	1544 E. Chickasaw– Handicapped
1504 E. Chickasaw	1545 E. Chickasaw
1505 E. Chickasaw	1546 E. Chickasaw
1506 E. Chickasaw	1547 E. Chickasaw
1507 E. Chickasaw	1548 E. Chickasaw
1508 E. Chickasaw	1549 E. Chickasaw
1509 E. Chickasaw	1550 E. Chickasaw
1510 E. Chickasaw	1551 E. Chickasaw
1511 E. Chickasaw	1552 E. Chickasaw
1512 E. Chickasaw	1553 E. Chickasaw
1513 E. Chickasaw	1554 E. Chickasaw
1514 E. Chickasaw	1555 E. Chickasaw
1515 E. Chickasaw	1556 E. Chickasaw
1516 E. Chickasaw	1557 E. Chickasaw
1517 E. Chickasaw	1558 E. Chickasaw
1518 E. Chickasaw	1559 E. Chickasaw
1519 E. Chickasaw	1560 E. Chickasaw
1520 E. Chickasaw	1561 E. Chickasaw
1521 E. Chickasaw	1562 E. Chickasaw
1522 E. Chickasaw	1563 E. Chickasaw
1523 E. Chickasaw	1564 E. Chickasaw
1524 E. Chickasaw	1565 E. Chickasaw
1525 E. Chickasaw–Handicapped	1566 E. Chickasaw
1526 E. Chickasaw	1567 E. Chickasaw
1527 E. Chickasaw	1568 E. Chickasaw
1528 E. Chickasaw	1569 E. Chickasaw
1529 E. Chickasaw	1570 E. Chickasaw
1530 E. Chickasaw	1571 E. Chickasaw
1531 E. Chickasaw	1572 E. Chickasaw
1532 E. Chickasaw	1573 E. Chickasaw
1533 E. Chickasaw	1574 E. Chickasaw
1534 E. Chickasaw	1575 E. Chickasaw
1535 E. Chickasaw	1576 E. Chickasaw–Audio Visual
1536 E. Chickasaw–Handicapped	1577 E. Chickasaw
1537 E. Chickasaw	1579 E. Chickasaw
1538 E. Chickasaw	1581 E. Chickasaw
1539 E. Chickasaw	1583 E. Chickasaw
1540 E. Chickasaw	
1541 E. Chickasaw	

Project: 62-001 Site B

801 E. Monroe
803 E. Monroe
805 E. Monroe
807 E. Monroe
809 E. Monroe
811 E. Monroe
813 E. Monroe
815 E. Monroe
817 E. Monroe
819 E. Monroe
821 E. Monroe
823 E. Monroe
825 E. Monroe
827 E. Monroe
829 E. Monroe
831 E. Monroe
833 E. Monroe
835 E. Monroe
837 E. Monroe
839 E. Monroe--Handicapped
841 E. Monroe--Audio Visual

Project: 62-001 Site C

900 E. Madison--Handicapped
901 E. Madison--Handicapped
902 E. Madison
903 E. Madison
904 E. Madison
905 E. Madison
906 E. Madison
907 E. Madison
908 E. Madison
909 E. Madison
910 E. Madison
911 E. Madison
912 E. Madison
913 E. Madison
914 E. Madison
915 E. Madison
916 E. Madison
917 E. Madison
918 E. Madison
919 E. Madison
920 E. Madison
922 E. Madison
924 E. Madison--Audio Visual
926 E. Madison

Project: 62-002

Site A

3001 NORTH HOPE-2 BEDR.
3005 NORTH HOPE-2 BEDR.
3009 NORTH HOPE-3 BEDR.
3013 NORTH HOPE-4 BEDR.
7 WEST ROCK-3 BEDR.
9 WEST ROCK-2 BEDR.–Audio Visual
11 WEST ROCK-3 BEDR.
13 WEST ROCK-3 BEDR.
15 WEST ROCK-2 BEDR.
17 WEST ROCK-2 BEDR.
19 WEST ROCK-2 BEDR.
21 WEST ROCK-2 BEDR.–Handicapped

SITE B-C

818 EAST WASHINGTON-4 BEDR.
208 NORTH NINTH-3 BEDR.
908 EAST WASHINGTON-2 BEDR.
204 NORTH NINTH-3 BEDR.
200 NORTH NINTH-2 BEDR.

SITE-D

907 EAST CHOCTAW-2 BEDR.

SITE-E

906 EAST CHOCTAW-4 BEDR.
910 EAST CHOCTAW-3 BEDR.

SITE-F

1206 EAST CHOCTAW-2 BEDR.
1210 EAST CHOCTAW-3 BEDR.

SITE-G

913 EAST CHICKASAW-2 BEDR.–Handicapped

SITE-H

1001 EAST CHICKASAW-3 BEDR.
1005 EAST CHICKASAW-2 BEDR.
108 SOUTH 10TH.-3 BEDR.

SITE-J

1116 EAST CHICKASAW-2 BEDR.

SITE-K

1214 EAST CHICKASAW-2 BEDR.
1216 EAST CHICKASAW-2 BEDR.
201 SOUTH 13TH.-2 BEDR.

SITE L&M

1300 EAST CHICKASAW-4 BEDR.
1301 EAST CHEROKEE-3 BEDR.
200 SOUTH 13TH.-2 BEDR.
204 SOUTH 13TH.-2 BEDR.

SITE N

1105 EAST CHEROKEE-2 BEDR.
1109 EAST CHEROKEE-2 BEDR.

SITE-O

811 EAST CHEROKEE-3 BEDR.–Handicapped

SITE-P

310 WEST DELAWARE-3 BEDR.
314 WEST DELAWARE-3 BEDR.

SITE-Q

417 WEST MIAMI-3 BEDR.
419 WEST MIAMI-4 BEDR.

SITE-R

422 WEST MIAMI-4 BEDR
1008 SOUTH "D" ST.-3 BEDR.

Project: 62-003

Settlers Drive

500 A Settlers Drive
500 B Settlers Drive
501 A Settlers Drive
501 B Settlers Drive
502 A Settlers Drive–Handicapped
502 B Settlers Drive
503 A Settlers Drive–Audio Visual
503 B Settlers Drive
504 A Settlers Drive
504 B Settlers Drive
505 A Settlers Drive
505 B Settlers Drive
506 A Settlers Drive
506 B Settlers Drive
507 A Settlers Drive
507 B Settlers Drive
508 A Settlers Drive
508 B Settlers Drive
510 A Settlers Drive
510 B Settlers Drive
512 A Settlers Drive
512 B Settlers Drive
514 A Settlers Drive
514 B Settlers Drive
516 A Settlers Drive
516 B Settlers Drive
518 A Settlers Drive
518 B Settlers Drive
520 A Settlers Drive
520 B Settlers Drive
522 A Settlers Drive
522 B Settlers Drive
522 C Settlers Drive
524 A Settlers Drive
524 B Settlers Drive
524 C Settlers Drive–Audio Visual
526 A Settlers Drive–Handicapped
526 B Settlers Drive
526 C Settlers Drive

West Kiowa

501 A West Kiowa
501 B West Kiowa
503 A West Kiowa
503 B West Kiowa–Handicapped
507 A West Kiowa
507 B West Kiowa
509 A West Kiowa–Handicapped
509 B West Kiowa
511 A West Kiowa
511 B West Kiowa
513 A West Kiowa
513 B West Kiowa
515 A West Kiowa
515 B West Kiowa
601 A West Kiowa
601 B West Kiowa
603 A West Kiowa
603 B West Kiowa
605 A West Kiowa
605 B West Kiowa
607 A West Kiowa
607 B West Kiowa
609 A West Kiowa
609 B West Kiowa

Project: 62-004

1101 E. Cherokee–Audio Visual
1106 E. Cherokee-Handicapped
1200 E. Cherokee

Project: 62-005

Site 4 (2 units)

204 W. Peoria
206 W. Peoria

Site 5 (4 units)

301 West Modoc
309 West Modoc
1209 South "C"
1211 South "C"

Site- 11 (2 units)

910 West St
806 West Tyler

Site No. 12 (1 unit)

726 West Gene Stipe Blvd.

Site 21 (1 unit)

903 South "B"

Site 13 (1 unit)

902 North "C"

Site 3 (4 units)

517 East Park—Handicapped
516 East Mill
519 East Park
518 East Mill

Site 6 (1 unit)

805 West Brewer

Site 17 (4 units)

3202 North Robin
35 West Brewer
31 West Brewer
3204 North Robin

Site 22 (6 units)

707 East Locust
709 East Locust
801 East Locust
803 East Locust
805 East Locust
807 East Locust

Site 23 (4 units)

501 East Briar
505 East Briar
509 East Briar—Audio Visual
3106 North Vine

Site 9 (2 units)

3403 North Plum
3401 North Plum

Site 14 (4 units)

3205 North 7th
3207 North 7th
3209 North 7th—Handicapped
3211 North 7th

Site 15 (2 units)

802 East Ashland
804 East Ashland

Site 16 (2 units)

3402 North 7th
3400 North 7th

**APPENDIX E
SECURITY DEPOSITS**

0 - 1 BR	ELDERLY	\$100.00
2 BR	ELDERLY	125.00
0-1 BR	FAMILY	125.00
2 BR	FAMILY	150.00
3 BR	FAMILY	175.00
4 BR	FAMILY	200.00
5 BR	FAMILY	225.00

APPENDIX F

McALESTER HOUSING AUTHORITY GRIEVANCE PROCEDURE

1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the McAlester Housing Authority's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or off such premises; or any activity resulting in a felony conviction. Nor shall this process apply to disputes between residents not involving the McAlester Housing Authority or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the McAlester Housing Authority or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - 2. Right of the resident to be represented by counsel;
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and

4. A decision on the merits.
- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:
1. Who resides in the unit and who executed the lease with the McAlester Housing Authority as lessee of the premises, or, if no such person now resides in the premises,
 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from McAlester Housing Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

3.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, or in writing, to the McAlester Housing Authority office so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

4.0 PROCEDURES TO OBTAIN A HEARING

4.1 REQUEST FOR HEARING

The resident shall submit a written request for a hearing to the Authority or the development office within five (5) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

4.2 SELECTION OF A HEARING OFFICER

A grievance hearing shall be conducted by an impartial person appointed by the McAlester Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The McAlester Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The McAlester Housing Authority shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

4.3 FAILURE TO REQUEST A HEARING

If the resident does not request a hearing in accordance with this section, then the McAlester Housing Authority's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the McAlester Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

4.4 HEARING PREREQUISITE

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

4.5 ESCROW DEPOSIT

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the McAlester Housing Authority claims is due, the resident shall pay to the McAlester Housing Authority an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the McAlester Housing Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the McAlester Housing Authority may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the McAlester Housing Authority's disposition of his grievance in any appropriate judicial proceeding.

If a grievance concerns the denial of a financial hardship exemption from the minimum rent requirement or the effect of welfare benefit reductions in the calculation of family income, the requirement for an escrow deposit is waived.

4.6 SCHEDULING OF HEARINGS

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the McAlester Housing Authority. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

5.0 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the McAlester Housing Authority does not make the document available for examination upon request by the resident, the McAlester Housing Authority may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
- C. The right to a private hearing unless the resident requests a public hearing;
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the McAlester Housing Authority or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the McAlester Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The McAlester Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

6.0 INFORMAL HEARING PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS

The participant family may request that the McAlester Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

7.0 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the McAlester Housing Authority. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the McAlester Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the McAlester Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the McAlester Housing Authority's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern McAlester Housing Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the McAlester Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

APPENDIX G
McALESTER HOUSING AUTHORITY
DWELLING LEASE

The McAlester Housing Authority (hereinafter called MHA), in consideration of the rights herein reserved and representations made by the Resident signing this Lease as set forth in the application, hereby leases to the Resident the following:

1. PARTIES AND PREMISES

Resident _____ Original Lease Date _____
 Unit Address _____ Effective Date _____
 Project/Site Number _____ No. persons/BR _____
 Monthly Rent _____ Security Deposit \$ _____

UTILITIES: Gas [] Electricity [] Water, Sewer, Garbage [] UTILITY ALLOWANCE \$ _____

This unit will be occupied solely by Lessee and members of the household listed below:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>DOB</u>	<u>SEX</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The Resident agrees and understands that occupancy of the premises under this Lease is limited to the Resident and Resident Family Members listed above. If any person other than those listed above occupies the premises or any portion thereof, other than as provided in Section 4, it shall be a material breach of this Lease and constitute cause for termination of this Lease by MHA. MHA retains the right to control and prevent access into the buildings and grounds of all unauthorized persons. Any additions to the household members listed above require the advance written approval of the MHA. This includes Live-in Aides and foster children or adults, but excludes natural births. The MHA shall approve the additions if they pass the screening and an appropriate size unit is available.

INITIALS _____

2. YEARLY LEASE

This Lease commences upon the date of execution, continues for the remainder of this calendar month and for the terms of one (1) year thereafter, provided, however, that in the absence of a Notice to Terminate, as provided for in Section 14 herein. The Lease will automatically be renewed for successive terms of one (1) calendar year upon payment each month by Resident of the rent as specified or adjusted by a further endorsement at the end of this Lease in accordance with the provisions of Section 3 hereof.

3. PAYMENTS DUE UNDER THE LEASE

Resident agrees and understands that a violation of this Section shall be a material breach of this lease and shall constitute cause for termination of this Lease by MHA.

INITIALS _____

A. Rent for the period _____ and ending at midnight _____ is \$ _____. Thereafter, monthly rent in the amount of \$ _____ will be due on or before the first day of each month.

- This rent is based on the MHA-determined flat rent for this unit. See Section 4(G) of the Lease.
- This rent is based on the income and other information reported by the resident.

B. Resident agrees that rent not paid by the close of business on the first day after it is due shall be considered as delinquent. Said close of business shall be in accordance with the hours posted in the MHA management office. Upon said rent being delinquent, MHA shall have the right to terminate this Lease in accordance with the provisions of Section 5 of this Lease.

INITIALS _____

C. UTILITIES: MHA agrees to furnish the utilities in accordance with the current Schedule of Utilities posted in the MHA Management Office: RESIDENT UNDERSTANDS THAT MHA MAY, AT ITS SOLE DISCRETION, MODIFY THE PRESENT SYSTEM OF FURNISHING UTILITIES. MHA shall not be responsible for failure to furnish utilities by reason of any cause beyond its control. If heat is not furnished by MHA as set out above, then and in that event, RESIDENT agrees to furnish heat to the dwelling unit and agrees to maintain sufficient heat to prevent freezing of piped water. If for any reason, RESIDENT is unable to maintain sufficient heat, he shall immediately notify MHA. RESIDENT will be charged for any damages resulting from his/her failure to maintain sufficient heat or to notify MHA, unless for any cause beyond his/her control.

Charges for utilities shall become due and collectible on the first day of the second month following the month in which the charge is made.

The RESIDENT agrees to provide and pay for the following utility or utilities for the duration of residency:

Utility Service	To be Paid By	Equipment	To Be Furnished By
Gas	_____	Range	_____
Water and Garbage	_____	Refrigerator	_____
Electricity	_____	Trash Receptacles	_____

D. SECURITY DEPOSIT: Resident agrees to pay a security deposit in the amount of \$ _____. MHA shall place the security deposit in a separate account established for the sole purpose of holding security deposits. Upon termination of this Lease, MHA may use the security deposit as reimbursement for any unpaid rent and for actual expenses incurred in repairing damages to the premises (except for reasonable wear and tear) caused during the Resident's occupancy, and for any other actual loss or damage sustained as a result of the Resident's breach of terms or conditions of this Lease. Payment of the Security Deposit is to be made upon occupancy or by payment of \$ _____ upon occupancy and \$ _____ per month for the following _____ months until the balance is paid.

The security deposit, less any deductions, shall be returned to the Resident within thirty (30) days after the Resident vacates the unit or MHA shall provide the Resident with a written statement of all deductions mailed to Resident's last known address within thirty (30) days. Resident waives the right to interest accrued on the security deposit.

4. REDETERMINATION OF RENT, DWELLING SIZE, AND ELIGIBILITY

A. The Resident acknowledges and agrees that the leased premises are a part of the development operated by MHA to provide housing for low-income families. To fulfill its purpose, MHA, with the approval of the U.S. Department of Housing and Urban Development, has adopted eligibility requirements and a rent formula based on family composition, income, and assets. HUD has also developed a flat rent the MHA may use based on the Fair Market Values of this area. MHA shall have a right to determine the monthly rent, dwelling unit size, and eligibility of the Resident when necessitated by changes in the Resident's family composition, income, or assets; that MHA may require the Resident to transfer to another dwelling unit if the leased premises become inappropriate to the Resident's needs or require the Resident to move if no longer eligible. MHA shall have the right to request and receive information and certifications from the Resident regarding income, assets, and family composition.

B. Resident further agrees to furnish to MHA, upon request, information and certifications regarding income assets and family composition as may be necessary for MHA to make determinations with respect to rent, eligibility,

and the appropriateness of bedroom size.

C. The failure of the Resident to furnish true and accurate information on any application, certification, recertification or request for interim examination may result in immediate termination of this Lease. Further, Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any Department or agency of the United States or the Department of Housing and Urban Development.

INITIALS _____

D. In the event that either an annual or interim reexamination shall lead to a determination that an adjustment is necessary in the Resident's monthly rent, MHA shall mail a "Notice of Resident Rent Adjustment" to the Resident.

E. The monthly rent set forth in Section 3 of this Lease, or adjusted rent pursuant to this Section 4, shall remain in effect for the period between the periodic rent redeterminations, except that if the Resident shall misrepresent or fail to report to MHA any material fact affecting the determination of the Resident's rent, so that rent Resident is paying is less than Resident should have been charged, in addition to the termination of Lease, an adjustment to the monthly rent may be made retroactive to the effective date of the surge and Resident shall be required to pay such retroactive amount.

INITIALS _____

F. If MHA determines on the basis of the Resident's family composition that the leased premises are no longer appropriate to the Resident's needs, and if MHA has available a dwelling unit of appropriate size, then it may require the Resident to move to the available unit. Resident agrees to transfer to an appropriate size dwelling unit based on family composition upon appropriate notice from MHA that such a dwelling unit is available. If the Resident refuses to accept the available unit within five(5) days after receiving the request from MHA, MHA may terminate this Lease. Resident shall be given a reasonable period of time to move. This shall not exceed thirty (30) days unless an unusual hardship condition exists. If the Resident fails to move to the designated dwelling unit within the notice period specified by the MHA, the MHA may terminate this lease. If the Resident does not agree with the determination, the Resident shall have the right to request a hearing under the grievance procedure.

If a family requests or agrees to move into a smaller unit size (than would normally be assigned) to expedite housing, they will not be eligible for a larger size unit for one(1) year or until the family size changes, whichever is first.

INITIALS _____

G. ANNUAL REEXAMINATION: The Resident agrees that at least once each year, upon request by MHA, the Resident will provide true, complete and accurate information to MHA as to the Resident's total income, assets and family composition, which information shall be used by MHA in determining whether the monthly rent shall be adjusted, whether the leased premises are still appropriate for the Resident's needs and whether the Resident still meets eligibility requirements. Income reviews will be held every third year for Residents choosing the flat rent option. Family composition reexams and inspections will still be conducted each year. At the time of the review appointment, the Resident may elect to change his or her rent choice option. The Resident's total family income shall be determined by MHA on the basis of the anticipated annual income for the succeeding twelve (12) months from the date of such re-examination with current income the primary basis for estimating the total annual income. The Resident agrees to give MHA proper authorization to verify all sources of income. Any redetermination of the monthly rent, dwelling size, or eligibility shall be made in accordance with the approved statement of policies governing admission and continued occupancy posted in the principal offices of MHA.

Failure to appear for a scheduled reexamination and to provide changes in income may, at the discretion of MHA, result in termination of this lease.

INITIALS _____

Families may change rent calculation methods at any annual reexamination. Families who have chosen the flat rent option may request a reexamination and change to the formula-based method at any time if the family's income has decreased, their on-going expenses for such purposes as child care and/or medical care have changed or any other circumstances that create a hardship for the family that would be alleviated by a change.

H. INTERIM RENT REDETERMINATION: Resident acknowledges that in between regularly scheduled annual reexaminations, changes may occur in income, assets, employment status, or family composition which would warrant an interim rent redetermination. Resident agrees to notify MHA in writing upon any change in family composition within ten (10) days of its occurrence in order that MHA may make determinations with respect to rent, eligibility, and appropriateness of dwelling size. Resident understands that changes to be reported to MHA between annual reexaminations within the aforementioned ten (10) day period shall include, but not be limited to:

1. A member has been added to the family through marriage, birth, adoption, court-awarded custody or other circumstances affecting family composition.
2. A household member is leaving or has left the family unit.

In addition, Residents paying rent based on a percentage of income may report the following activities that occur between Annual rent Recertifications.

- (1) A decrease in annual income;
- (2) Childcare expenses for children under the age of 13 that are necessary to enable a member of the household to be employed or to go to school;
- (3) Handicapped assistance expenses, which enable a family member to work;
- (4) Medical expenses of elderly, disabled, or handicapped headed households that are not covered by insurance; or
- (5) Other family changes that impact their adjusted income.

In the event that an interim reexamination results in a rent increase, such increase shall become effective on the first day of the second month following the occurrence of the change(s).

In the event that an interim reexamination results in a rent decrease, such decrease shall become effective on the first day of the month following the occurrence of the change, provided that the Resident has timely reported such change; otherwise, such decrease shall become effective on the first day of the month which follows the date of reporting such change(s) to MHA.

Failure to appear for a scheduled interim rent redetermination and to provide change in income may, at the discretion of MHA, result in termination of this Lease.

INITIALS _____

I. MHA may refuse to process an interim recertification when the Resident reports a decrease in income only if:

- (1) MHA receives confirmation that the decrease will last less than one month (i.e. an employer states that a Resident will be laid-off for only two weeks).
- (2) A Resident's rent shall not be reduced if the decrease in income is caused by a reduction in the welfare or public assistance benefits received by the family that is a result of the Resident's failure to comply with the conditions of the assistance program requiring participation in an economic self-sufficiency program or other work activities. In addition, if the decrease in the family's annual income is caused by a reduction in welfare or public assistance benefits received by the family that is the result of an act of fraud, such decrease in income shall not result in rent reduction. In such cases, the amount of income to be attributed to the family shall include what the family would have received had they complied with the welfare requirements or had not committed an act of fraud.

J. MHA may delay (but not refuse) processing an interim reexamination if MHA has confirmation that the Resident's income will be partially or fully restored within two months. Processing may be delayed only until the new income is known (i.e. the Resident has lost a job and unemployment payments will begin within 4 to 6 weeks).

During the period of delayed processing (the period from the date the Resident reports the decrease in income until the date the processing of the recertification is completed) MHA may not evict the Resident nor terminate participation for non-payment of any rent due from that period of delay. This does not constitute a prohibition against eviction for any

reason unrelated to the decrease in income which is prompting the payment of rent. In addition, after processing the recertification, MHA will notify the Resident in writing of any rent due for the period of delay, and if the Resident fails to pay it within thirty (30) days after the notification is made, MHA can pursue eviction for non-payment of rent for that period of time.

5. REPAYMENT POLICY

In the case of continued participation (annual, special review, and/or transfer) MHA may offer the Resident an agreement to repay outstanding balances owed to MHA or another housing authority. Such agreements must be executed within thirty (30) days from the date of notification or eviction procedures will be implemented. Agreements will be pursuant to Admissions and Occupancy Policy guidelines.

A Resident who has executed a repayment agreement shall not be eligible for transfer to another low-income public housing unit until they have been in good standing on the repayment agreement for 3 months prior to the transfer.

6. USE AND OCCUPANCY OF THE APARTMENT AND SURROUNDING AREAS

A. The apartment leased to the Resident under this agreement is designed for a family of the Resident's size and composition. The Resident agrees not to sublet, assign, or permit the use of the apartment by persons other than the Resident's family as defined in Section 1 above. This Section shall not be deemed to exclude foster children if properly listed in Section 1 above. The Resident has the right to reasonable accommodation of their guests. Any overnight guest must be registered at the MHA office and cannot stay over a total of **14 days per calendar year**, subject to the right of MHA to terminate the guest privileges of any Resident who, in the judgment of MHA, has abused such privileges. "Guest" is defined as a person in the leased unit with the consent of a household member.

INITIALS _____

B. The Resident agrees not to permit any pets to be kept in the dwelling unit or about the premises. This Section is waived by MHA for elderly or disabled residents, subject to all conditions of MHA's Pet Regulations, which are incorporated by reference into this lease.

INITIALS _____

C. The apartment is to be used solely as a private dwelling for the Resident and the Resident's household as identified in the Lease, and is not to be used or permitted to be used for any other purpose.

INITIALS _____

D. Waterbeds and other furniture and belongings which cause structural stress or potential hazards to the leased apartment or on adjacent areas must have approval from the MHA office. No aerial wires, television or CB antennas, satellite dishes, or other such protrusions shall be installed on the buildings or MHA property regardless of method of installation.

INITIALS _____

E. New locks are to be installed by MHA maintenance only. Tents and summer houses (screened-in enclosures) shall not be allowed.

INITIALS _____

F. Resident acknowledges the fact that he will be required to pay reasonable charges (other than for normal wear and tear) for the repair of damages to the premises, development buildings, facilities or common areas caused by Resident, Resident's household, or guests in accordance with a schedule of charges as posted in the administrative and management offices from time to time.

INITIALS _____

G. The Resident agrees not to do any of the following without first obtaining MHA's written permission: (a) change or remove any part of the appliances, fixtures, or equipment in the unit; (b) paint or install wallpaper or contact paper in the unit; (c) attach awnings or windows in the unit; (d) attach or place any fixtures, signs, or fences on the building(s), the common areas, or the development grounds; (e) attach any shelves, screen doors, or other permanent improvements in the unit or in any way alter the basic structure or grounds.

INITIALS _____

H. The Resident agrees that all possible conditions which may arise within the development cannot be anticipated at the time this Lease is executed. The Resident agrees that MHA has the right to establish necessary and reasonable regulations from time to time for the benefit and well being of the entire development. The Resident agrees to abide by such necessary and reasonable regulations established by MHA, provided that such regulations are set forth in writing and are posted on a bulletin board in or near the office of the development and the administrative offices of McAlester Housing Authority, 620 W. Kiowa, McAlester, Oklahoma at least thirty (30) days prior to the time such regulations are to be put into effect. Such regulations are incorporated by reference in this Lease; violation of such regulations constitutes a violation of this Lease.

7. OBLIGATIONS OF RESIDENT

The Resident shall be obligated as follows:

- (1) No Resident of the McAlester Housing Authority or any of its developments, nor any member of such Resident's household, or guest or another person under the resident's control, shall engage in conduct which: (a) causes or is likely to cause damage or destruction to the premises occupied by the Resident, or the other property of the McAlester Housing Authority within the development in which said premises are located, or to the properties of other others within the neighborhood in which such development is located; (b) is damaging, disruptive, or disturbing to the other Residents of the McAlester Housing Authority within such development or to other persons residing in the neighborhood of such development so as to materially diminish the enjoyment by such other residents or other persons of their respective premises, or shall constitute a nuisance.

INITIALS _____

- (2) To keep the premises and equipment furnished by MHA for the Resident's exclusive use in a clean and sanitary condition, to maintain the yard in front and rear (and side, if applicable) of the premises neat and orderly.
- (3) To dispose of all garbage, rubbish, furniture, non-MHA appliances, and other waste from the premises in a sanitary and safe manner. Any items not removed within 14 days of written notice to clean up property will be removed by the MHA at the resident's expense.
- (4) To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and accessories.
- (5) To refrain from and to cause Resident's household members and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or development.
- (6) (a) To assure that the Resident, any member of the household, a guest, or another person under the Resident's control, shall not engage in:
 - 1) any criminal activity that threatens the health, safety, or right to peaceful enjoyment of MHA's public housing premises by other residents, employees of MHA, or guests of residents, or
 - 2) any drug-related criminal activity on or off such premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of residency, and eviction from the unit.
 - 3) any acts of violence or threats of violence including, but not limited to, unlawful discharge of firearms on or off project premises.
 - 4) crimes against property. i.e. burglary, larceny, robbery, vandalism, and arson.
 - 5) crimes of sexual misconduct. i.e. molestation, prostitution etc.
 - 6) crimes that involve disturbing the peace, i.e. alcohol abuse.(b) The term "drug-related activity" means the illegal manufacture, sale, distribution, use or

possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substances Act [21 USC 802]) and Oklahoma Statutes; and possession of drug paraphernalia (as defined by State and/or Federal Statute).

© Resident agrees to refrain from consuming, storing, selling or possessing illegal substances, including but not limited to illegal drugs as defined by Oklahoma and Federal Statutes, within or upon the property of MHA, and a finding of such illegal substances within the Resident's assigned rental unit is be grounds for eviction by MHA. Resident expressly acknowledges that confiscation of any illegal drug or substances from the premises by law enforcement or MHA personnel shall constitute a material breach of this Lease and be cause for immediate termination of this Lease by Management.

INITIALS _____

- (7) To promptly notify MHA of the need for any repairs to the leased premises and to cooperate with MHA's pest control program by reporting any sighting of pests. The Resident agrees to participate in and abide by the requirements of MHA's pest control program.
INITIALS _____
- (8) To comply with the provisions of any rider attached to and incorporated in this Lease.
- (9) To give MHA notice in writing when the premises are to be vacant for two (2) weeks or more; such notice shall not render MHA responsible for any personal property of any nature or description left in or around the leased premises during resident's absence.
- (10) To utilize the storage area, if any, provided by MHA for storage of out-of-season children's toys and equipment, prevent accidents within the development and to discourage theft. The Resident agrees that if he has not placed such items belonging to his family in the storage area after reasonable notice from MHA requesting him to do so, MHA may remove such items and place them in the storage area and the cost of such removal will be charged to the Resident.
- (11) To refrain from driving or allowing motorcycles on any grassed-in or common area. They must be driven in the streets only, according to City vehicle laws. Mini-Bikes, mopeds, three-wheelers and snowmobiles are not allowed on the premises or the facilities of the housing area at any time. Parents must enforce bicycle safety rules with their children.
- (12) To take every due precaution to prevent fires and avoid storage of flammable materials, equipment, or vehicles that would create a hazard.
- (13) To comply with all obligations imposed upon residents by applicable provisions or building and housing codes materially affecting health and safety. The City Health Department and McAlester Housing Authority inspection personnel shall be authorized to inspect dwelling units upon notification to Resident.
- (14) Not to obstruct sidewalks, passages, stairways, fire escapes, or front and rear doors or the dwelling nor to use same for any purpose other than entering or departing the building.
- (15) To be responsible for the replacement value of all equipment and appliances either borrowed from MHA or otherwise placed in their custody by MHA and not returned in the same condition (normal wear and tear excepted) upon request by MHA.
- (16) Not to make any repairs, additions, or alterations without the written consent of MHA.
- (17) To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilation, and other facilities and appurtenances.

- (18) To leave the dwelling unit in a clean and good condition upon vacating, reasonable wear and tear excepted, and to return the keys to the authority.
- (19) To place all applicable utilities in Resident's name by the first business day after date of lease and to keep those utilities turned on during residency. If utilities cannot be maintained by tenant, tenant must immediately notify MHA so that proper heat may be maintained.
20. Not to use or keep firearms, including but not limited to Firearms and BB Guns, on Housing premises.
- (21) Resident will abide by MHA Ban Policy and will not allow "banned" persons on or in MHA property.

8. OBLIGATIONS OF MHA

MHA shall be obligated, other than for circumstances beyond its control, as follows:

- (1) To maintain the premises and the development in a decent, safe, and sanitary condition.
- (2) To comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- (3) To make necessary repairs to the premises.
- (4) To keep development buildings, facilities, and common areas not otherwise assigned to the Resident for maintenance upkeep in a clean and safe condition.
- (5) To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of individual Resident family) for the deposit of garbage, rubbish, and other waste removed from the premises by the Resident in accordance with Paragraph 7.(6) above.
- (6) To maintain in good and safe and sanitary working order electrical, plumbing, heating, ventilating, and other facilities and appliances, supplied or required to be supplied by MHA.
- (7) (a) To notify the Resident of the specific grounds for any proposed adverse action by MHA (such adverse action includes, but is not limited to, a proposed lease termination, transfer of the Resident to another unit, or imposition of charges for maintenance and repair or for excess consumption of utilities).
(b) When MHA is required to afford the Resident the opportunity for a hearing under MHA'S grievance procedure for a grievance concerning a proposed adverse action, the notice of proposed adverse action shall inform the Resident of the right to request such hearing.

9. MOTOR VEHICLE PARKING

MHA assumes no obligation to provide parking for Resident or members of Resident's household. However, from time to time, parking may be provided on a first-come/first-serve basis if there is any space available in the development covered by this Lease, but only at MHA's discretion and only under the following conditions:

Resident agrees and understands that a violation of this Section by the Resident shall be a material breach of this Lease and shall constitute cause for termination of this Lease by MHA. Vehicles owned, leased, or in the use of Resident, Resident family member, guests and/or visitors that are located on MHA's property shall be subject to the following regulations:

A. Automobiles shall be parked in designated parking areas only.

B. No vehicle, including off-road vehicles such as minibikes, four wheelers, and snowmobiles, shall be allowed on any grassed-in area and must be driven in the streets according to City vehicle laws. Other off-road vehicles are also prohibited on the premises or the facilities of MHA at any time.

C. All motor vehicles must be registered, State inspected, and legally operable.

D. No motor vehicles shall be used for storage purposes by Resident, Resident family members, guests, or visitors.

E. No motor vehicle Judged by MHA to be hazardous to the health, safety, and welfare of the residents of the area shall be permitted.

F. A special parking permit must be obtained from the MHA Management office by the Resident for any vehicle. Only two vehicles will be authorized per residence. Any vehicle not reported may be towed at owner's expense.

G. In the event any motor vehicle is located on MHA's property in violation of the regulations contained in this Lease or any Vehicle Policy as may be posted from time to time in the MHA Management's office, or when ownership cannot be determined, notice shall be placed on the vehicle itself prior to towing the vehicle. When ownership is known, Management shall provide notice of such violation to Resident.

INITIALS _____

10. DAMAGE AND REPAIR:

A. Resident agrees to pay reasonable charges assessed to the Resident by MHA for repair of such damage caused to the Resident's apartment or the common areas of the neighborhood when such damage has been caused by the Resident, his family, or guest(s). MHA agrees to provide the Resident with an itemized list of such damages, the corrective action needed or taken, and the costs for each of these items. MHA may take separate legal action for the collection of any damage or money due or to enforce any right under this Lease. The Resident agrees that nonpayment of such assessment may be a separate cause for termination of this lease. Resident acknowledges that he/she is responsible for the unit under this Lease. All acts of vandalism to Resident's unit shall be reported to the McAlester Police Department by the Resident. Nothing in this section shall relieve Resident of the obligation to pay for all damages or acts of vandalism committed by Resident, Resident family members, or guests. A listing of standard sundry, material, and labor charges shall be posted in the administrative and development management offices.

INITIALS _____

B. The Resident agrees that all personal property placed in the common areas under the control of MHA shall be at the risk of the Resident or the owner of such personal property, and MHA will not be responsible for any damage to, loss of or removal of such property.

INITIALS _____

11. DEFECTS, HAZARDS TO LIFE, HEALTH, AND SAFETY:

In the event the leased premises are damaged or destroyed by fire or other casualty to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants of the leased premises, the following provisions shall apply:

A. The Resident shall immediately give notice to MHA of such damage or destruction.

B. MHA, upon receiving such notice, shall proceed forthwith to repair and restore the leased premises to the condition in which the leased premises were in prior to such damage or destruction; repair and restoration shall be accomplished within a period of time which shall be reasonable, giving due regard to the nature and extent of such damage or destruction.

C. MHA shall offer standard alternative MHA-owned accommodations to the Resident if available, in circumstances where necessary repairs cannot be made within a reasonable time.

D. MHA shall have the right to charge and collect from the Resident the reasonable cost of repairing any damage or destruction caused by the Resident or the Resident's household or guests.

E. MHA is not responsible for any loss of personal property due to theft, damage, or natural disaster. The Resident is encouraged to obtain insurance to cover these possible losses.

INITIALS _____

12. PRE-OCCUPANCY AND PRE-TERMINATION INSPECTIONS

MHA and the Resident or his representative shall inspect the dwelling unit prior to commencement of occupancy by the Resident. MHA will furnish the Resident with a written statement of the condition of the dwelling unit and the equipment provided with the unit. The statement shall be signed by both the Resident and MHA. A copy of the statement shall be retained by MHA in the Resident's file. MHA shall inspect the unit at the time the Resident vacates the unit and shall furnish the resident a statement of any charges to be made. The Resident shall have the right to participate in the final inspection, unless the Resident shall have vacated without notice to MHA.

13. ENTRY OF PREMISES DURING RESIDENCY

A. MHA and its agents shall, upon reasonable advance notification to the Resident be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs required of MHA. A written statement specifying the purpose of the entry delivered to the dwelling unit at least one (1) day before such entry shall be considered reasonable advance notification.

B. MHA may enter the dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.

C. If the Resident and all adult members of the household are absent from the dwelling unit at the time of entry, MHA shall leave in the dwelling unit a written statement specifying the date, time, and purpose of entry prior to leaving the dwelling unit.

14. NOTICE

A. Except as provided in Section 9 of this Lease, any notice to the Resident shall be in writing and shall be delivered to the Resident or to an adult member of the Resident's household residing in the dwelling or sent by prepaid first-class mail, properly addressed to the Resident.

B. Any notice to MHA shall be in writing and shall be delivered to the Office of MHA at 620 W. Kiowa, McAlester, OK, 74501 or sent by prepaid first-class mail properly addressed.

C. If the Resident is visually impaired and MHA has been notified that this person is visually impaired, MHA shall make all notices to the Resident in an accessible format.

15. TERMINATION OF LEASE

A. MHA shall have the right to terminate or refuse to renew this Lease for any violation of the terms of the Lease, including but not limited to failure to make payments due under the Lease or to fulfill the Resident obligations set forth herein, or for other good cause. Resident acknowledges that criminal activity is cause for eviction even in the absence of arrest or conviction.

INITIALS _____

B. Any of the following types of activity by the Resident, any member of the household, a guest, or another

person under the Resident's control, shall be cause for termination of residency:

- (1) Any activity that threatens the health, safety, or right to peaceful enjoyment of MHA's public housing premises by other residents, guests of residents, MHA personnel or others within the community.
- (2) Any drug-related criminal activity on or off such premises.
- (3) Any other activity as listed in Section 7(6)(a).

C. The Resident may terminate their Lease at any time by giving a minimum of thirty (30) days written notice to MHA of their intention to terminate their residency. If the Resident does not give the full notice, the Resident shall be liable for rent to the end of the notice period or to the date the unit is re-rented, whichever date comes first. Execution and delivery of such notice by Resident shall be considered by MHA as a final and binding termination of Residency. Such notice must be sent to MHA by any of the methods set forth in Section 14 above. Upon their termination of residency of the apartment governed by this Lease, the Resident agrees to leave such apartment and the surrounding common areas of the neighborhood in a clean, safe, and sanitary condition and to return all keys to MHA. The Resident agrees that he will be responsible for notifying the utility companies and all resident's private utility companies of termination of service to the Resident's account at their address within the development and will complete the payment for such services attributable to such address. The Resident agrees to the following: that MHA will not assume responsibility for any items left in the dwelling once the unit has been vacated. The Resident further agrees that labor involved in the removal of such items from the premises will be charged to the Resident.

D. MHA shall give to the Resident written notice of termination of this Lease of:

- (1) Twenty-four hour emergency notice to vacate for criminal and/or drug-related activity, verbal/physical abuse, threats of violence, or any activity that threatens the health or safety of residents, MHA employees, or the public.
- (2) At least fourteen (14) days in case of failure to pay rent.
- (3) A reasonable time commensurate with the seriousness of the situation but not to exceed thirty (30) days when the health or safety of other Residents or MHA employees is threatened.
- (4) Written notice may be given in any other case, including but not limited to:
 - (a) serious or repeated interference with the individual liberties or personal property rights of other Residents or property owners within the neighborhood;
 - (b) serious or repeated damage to the Resident's apartment or other property of MHA;
 - (c) continued failure to maintain the Resident's apartment or surrounding common areas of the neighborhood in a safe or sanitary manner;
 - (d) causing or permitting a violation of the law in the Resident's apartment;
 - (e) causing or permitting a nuisance to exist within the apartment or in the common areas of the building or development;
 - (f) giving false facts to MHA or withholding pertinent facts from MHA with respect to income assets, family size or composition;
 - (g) refusal to move to a suitable unit in accordance with Section 4. A. herein;
 - (h) failure to pay a valid charge assessed to the Resident's account;
 - (i) violation of or failure to abide by any of the provisions, agreements, or covenants of this Lease;
 - (j) failure to perform required community service or be exempted therefrom;
 - (k) violation of the ban policy.
- (5) At least thirty (30) days running concurrently with a Resident comment period, in the event MHA wishes to replace this Lease.
- (6) Chronic late payments of rent in accordance with Section 3.A, page -1- above. Nothing shall prevent MHA from issuing a notice of termination for more than one cause, nor from bringing legal action to evict based on more than one cause.

INITIALS _____

If a hearing is requested concerning any amounts due under the Lease, the amount unpaid and/or under dispute must be paid to MHA at the time of dispute, to be held in escrow by MHA until the dispute is resolved.

E. The notice of Lease termination to the Resident shall state specific grounds for termination, and shall inform the Resident of the reply as the Resident may wish.

When MHA is required to afford the Resident the opportunity for a grievance hearing, the notice shall also inform the Resident of the Resident's right to request a hearing in accordance with MHA's grievance procedure. The Resident has the right to request, within five (5) days of the delivery or proper posting of the notice to vacate, a hearing under the grievance procedure and the method of making the request.

When MHA is required to afford the Resident the opportunity for a hearing under MHA's grievance procedure for a grievance concerning the Lease termination, the residency shall not terminate (even if any notice to vacate under State or local law has expired) until the time for the Resident to request a grievance hearing has expired, and (if hearing was timely requested by the Resident) the grievance process has been completed.

When the eviction is for criminal and/or drug-related activity, verbal/physical abuse, threats of violence, or any activity that threatens the health or safety of residents, MHA employees, or the public, the McAlester Housing Authority will give the Resident a 24-hour emergency notice to vacate and afford the Resident a grievance hearing within that 24-hour period.

F. MHA may evict the Resident from the unit only by bringing a court action.

G. In deciding to evict for criminal activity, MHA shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by family members, and the effects that the eviction would have on family members not involved in the proscribed activity.

In appropriate cases, MHA may permit continued occupancy by remaining family member and may impose a condition that family members who engaged in the proscribed activity will not reside in the unit.

16. RIGHT TO EXAMINE AUTHORITY DOCUMENTS BEFORE HEARING OR TRIAL.

MHA shall provide the Resident a reasonable opportunity to examine, at the Resident's request, before a MHA grievance hearing or court trial concerning a termination of residency or eviction, any documents, including records and regulations, which are in the possession of MHA, and which are directly relevant to the termination of residency or eviction.

The Resident may request that a member of management staff copy any such documents at the Resident's expense.

If MHA does not make documents available for examination upon request by the Resident, MHA may not proceed with the eviction.

17. GRIEVANCE PROCEDURE

Disputes concerning the obligations of the Resident or MHA which are not exempt from the grievance procedure shall be resolved in accordance with the grievance procedure which is in effect at the time such grievance or appeal arises. Such procedure is posted in MHA's offices and incorporated herein by reference.

18. WAIVER

The failure of MHA or the Resident to exercise any right or remedy as provided herein shall not affect the right to do so at a later date for similar or other cause.

19. MODIFICATION

Other than in the case of rent redetermination under Paragraph 4 of this Lease, this Lease may be modified only by a written rider executed by both MHA and the Resident.

20. ACCOMMODATION OF PERSONS WITH DISABILITIES

For all aspects of the Lease and grievance procedures, a disabled person shall be provided reasonable accommodation to the extent necessary to provide the disabled person with an opportunity to use and occupy the dwelling unit equal to a non-disabled person. MHA shall provide a notice to each Resident that the Resident may, at any time during the residency, request reasonable accommodation of a disability unit for any disabled household member on the Lease. Reasonable Accommodation may take the form of relief from excess utility charges for elderly or disabled persons.

Resident certifies that if they move into a handicapped/audio visual (HV/AC) unit, they may be required to transfer to another unit at a later date if someone applies to housing that requires a HC/AV unit. Resident will be given a reasonable time to move. Resident will have to accept an available unit and move within 35 days (unless an unusual hardship condition exists) after receiving the request to transfer from MHA. MHA may terminate this lease if resident does not move within the period specified.

INITIALS _____

21. POSTING OF POLICIES, SCHEDULES AND RULES AND REGULATIONS

All schedules of special charges for services, repairs, and utility allowances, requests for Reasonable Accommodation, Grievance Procedures, and all rules and regulations which are incorporated into this Lease by reference, shall be publicly posted in a conspicuous manner in the business offices of MHA at each complex; and copies thereof shall be furnished to applicants for housing and to Residents on request. Such schedules and rules and regulations may be modified from time to time by MHA, provided that MHA shall give at least thirty (30) days written notice to each affected Resident setting forth the proposed modification and the reasons therefor.

22. LIMITED LIABILITY OF MHA

The Resident agrees that MHA shall not be liable to the Resident for any damage to personal property or injury (including premises that may be occasioned by or through:

- A. The acts or omissions of other Residents within the complex;
- B. The failure of the water supply or of any other utility serving the leased premises;
- C. The action, whether direct or indirect, of the elements;
- D. Any theft, fire, or vandalism, or;
- E. Any other cause whatsoever.

Unless such damage or injury shall have occurred through the act or neglect of MHA or its agents, or MHA's failure to perform its obligations thereunder.

Resident further understands and acknowledges that MHA assumes no responsibility for insurance coverage for the protection of Resident's property and that such coverage is the sole responsibility of the Resident.

23. INVALIDITY OF PARTICULAR PROVISIONS

If any term or provision of this Lease or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Lease or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

24. SCHOOL ATTENDANCE

MHA expects your child's attendance at school on a regular basis. Repeated absences will result in MHA's reporting

these absences to the proper authorities and serving Residents with a Notice of Eviction for continued negligence.

25. DELAYS

In any case where MHA is required to do any act, the time for performance thereof shall be extended by a period equal to any delay caused by or resulting from the elements, war, civil commotion, fire, or other casualty, labor difficulties, shortages of labor, materials or equipment, government regulations, delays caused by the Resident, or other causes beyond MHA's reasonable control.

26. ABANDONMENT

Upon vacating the dwelling unit by the Resident at the termination of this dwelling lease or otherwise, the Resident shall remove from the dwelling unit all personal property belonging to the Resident. Personal property with ascertainable or apparent value left by the Resident shall be place in storage by MHA. If the Resident does not reclaim said personal property through the Central Office of the Authority within three (3) months from the date of storage of the personal property and pay all charges due MHA, including storage charges, all of said personal property left by the Resident shall be deemed to be abandoned by the Resident, and MHA shall proceed to dispose of the property. Any Resident who leaves his or her unit vacant for a period of two weeks without written notice to the Rentals Manager shall be considered to have abandoned the unit. Such abandonment is considered a violation of the lease and grounds for eviction.

27. RESIDENT HANDBOOK

The Housing Authority of the City of McAlester Resident Handbook is attached to this Lease Agreement as Exhibit "A" and are incorporated herein by reference as if fully set out and any violation hereof is considered a material breach of this Lease Agreement and grounds for termination at the option of MHA. Resident has been provided with a Resident Handbook and has had an opportunity to read it or have it read to him/her and understands the content therein.

INITIALS _____

28. ACKNOWLEDGMENT

I realize that willfully withholding information or making false or incomplete statements during this interview may be basis for eviction, and that making false statement is a violation of Section 1001, Title 18, United States Code, and is punishable by a fine of not more than \$10,000. or imprisonment for not more than five (5) years, or both.

Resident acknowledges that they have read and understood the provisions and obligations under this Lease and have been afforded an opportunity to have any provisions not understood by resident explained prior to signing below and that they have placed their initials in the margin of this Lease, where found, indicating that special attention and understanding was given to these Sections of the Lease. If Resident cannot read for whatever reason, the Lease and Resident Handbook will be read and explained to them so that they understand the contents.

Resident acknowledges that they have received a pamphlet on the facts about the danger of lead paint poisoning put out by the U.S. Department of Housing and Urban Development.

IN WITNESS WHEREOF, the McAlester Housing Authority (MHA) and the Resident have executed this Lease Agreement this _____ day of _____, _____.

McALESTER HOUSING AUTHORITY

RESIDENT SIGNATURE(S)

By _____

Amendment to Dwelling Lease
McAlester Housing Authority

The McAlester Housing Authority, in an attempt to comply with changing HUD regulations and needs of the Housing Authority has made changes to its Admissions and Continued Occupancy Policy (ACOP). These changes in the ACOP also affect the Resident Dwelling Lease. Changes may only be made to the Dwelling Lease through written riders executed by both the resident and the MHA. Therefore, the following rider shall be incorporated into the Dwelling Lease.

Section 4,- (H) Interim Rent Determination, paragraph 2, and part (1) (other parts stay the same) shall be modified to read:

“In addition, Residents paying rent based on a percentage of income must report the following activities that occur between Annual rent Recertifications.

- (1) An increase in annual income and the source thereof, or decrease in annual income;”

Section 6, Use And Occupancy of the Apartment and Surrounding Areas, paragraph B, shall be changed to read as follows:

“B. Residents will be allowed to keep 1 pet in their unit. Residents will be subject to all conditions of the MHA’s Pet Policy, which is incorporated by reference into this lease.”

The following rules shall be added to Section 7 Obligations of Resident:

“(22) Residents must bring in any letter from HUD concerning discrepancies in income to the MHA main office within 30 days of receipt of the letter.”

“(23) Residents, not exempt, must complete 8 hours of community service per month as outlined in the Admissions and Continued Occupancy Policy.”

These modifications are approved and incorporated into the Resident Dwelling Lease.

Glyndora Pettis, Rentals Manager	Date	Resident		Date”

Revised 4-9-01

**APPENDIX H
FLAT RENTS**

The following Flat Rents will be used for all of the McAlester Housing Authority Units no matter their location or utilities paid.

Bedroom size	0	1	2	3	4	5
Flat Rent	206	239	298	335	408	450

**APPENDIX I
UTILITY ALLOWANCES**

Bedroom size	Gas	Electric	Water	Sewer	Garbage
0-BR	\$32.00	\$32.00	\$7.00	\$7.00	\$8.00
1-BR	32.00	32.00	12.00	9.00	8.00
2-BR	37.00	37.00	15.00	11.00	8.00
3-BR	42.00	39.00	19.00	12.00	8.00
4-BR	47.00	46.00	22.00	12.00	8.00
5-BR	52.00	47.00	23.00	13.00	8.00

**APPENDIX J
LIST OF CHARGES**

Mini Blinds	5.00
Tighten or re-roll screens(light screens)	4.00
Replace one-half screen on door	8.00
Replace one-half screen on door(heavy screen)	27.00
Replace full screen on door	15.00
Replace full screen on door	54.00
Heavy screen price	3.00 sq. ft
Replace storm door glass	25.00
Replace window screen	8.00
Replace window screen (heavy screen)	27.00
Repair window screen	5.00
Replace window screen with frame	10.00
Replace small window glass	10.00
Replace large window glass	15.00
..... w/ frame.....	25.00
Replace storm window glass	15.00
..... w/ frame.....	20.00
Replace storm window assembly	40.00
Replace storm window assembly(heavy screen & window)	75.00
Replace Thermo-pane glass	70.00
Unstop stool (Depends on condition)	10.00
Unstop drains (Depends on condition)	10.00
Replace hinges (Cabinets, Closets, Etc.)	5.00
Replace wall switch plates and outlet covers	1.00
Kitchen cabinet knobs	1.00
Closet door knobs	4.00
Light bulbs (Not For sale to tenants)	1.00
Closet rods	10.00
Closet door repair (Minor)	5.00
Closet door repair (Major)	10.00
Replace thermostat	30.00
Wall paint (per gallon)	13.00
Key replacement	2.00
Door lock replacement	110.00
Door lock change	30.00
Door replacement (Exterior)	450.00
Door replacement (Interior & bifold closet)	40.00
Screen door replacement (heavy)	125.00
Storm door replacement	60.00

Storm door replacement(heavy)	60.00
Screen door plunger	7.00
Screen door lock	7.00
Storm door handle	8.00
Shower rods	12.00
Trash haul (small)	5.00
Trash haul (large)	10.00
Mail box	10.00
Light globes	7.00
Sink basket (crumb cup)	2.00
Ice tray	1.00
Window lock	2.00
Door stop	2.00
Clean range	10.00
Clean refrigerator	10.00
Clean bathroom fixtures	10.00
Clean cabinets	5.00
Replace broiler pans	10.00
Towel bar	5.00
Tissue roller	5.00
Floor tile	2.00 per tile
Unlock Doors	2.00
Mow lawn (depends on condition and size)	10.00 to 50.00
Smoke detector	15.00
Light fixtures	16.00
Closet shelf	10.00
Medicine cabinet mirror	10.00
Chiller tray drawers (crispers)	20.00
Toilet seats	10.00
Freezer racks	5.00
Oven rack	8.00
Clean carpet	40.00
Dryer vent	6.00
Sink sprayer	10.00
Stove knobs	5.00
Shower head	5.00
Handicapped bath mirror	85.00
Vent hood light cover	5.00
Vent hood filters	5.00
AV Smoke Detector	130.00
Medicine Chest	20.00
Dryer vent	6.00
Backset (indoor)	5.00

Backset (outdoor)	15.00
Clothesline	4.00 per roll
Eyebolts	2.00

Appendix K

McAlester Housing Ban Policy

Purpose:

This policy is established to ensure the safety, security, and welfare of all legitimate residents and Housing Authority staff. It is to ban, cause arrest and/or prosecution of individuals who cannot legally claim residence or entitlement to the McAlester Housing Authority properties or who do not have legitimate reasons and/or permission to Housing Authority premises.

Residents

1. Any Resident evicted for cause such as but not limited to:
 - A. Criminal activity, Delinquent Activity;
 - B. The Possession, Sale, Use, or Manufacture of Illegal Substances;
 - C. Violation of the McAlester Housing Authority One Strike Policy, or anyone who repeatedly acts or acted so as to threaten the life, health, safety, or peaceful enjoyment of any resident, their guest, employee of the MHA, or other members of the community;

shall be banned from returning to any of the McAlester Housing Authorities Property.

2. The resident may be barred from all housing authority properties except their unit and immediate area pending lease termination if the resident is in violation of activities listed in part 1 above.
3. Any resident who knowingly invites or allows any barred person(s) to enter or access any McAlester Housing Authority property shall be in violation of their lease and the Authority's Ban policies and subject to eviction.

NON-RESIDENTS

1. Any Non-Resident or unauthorized guest (i.e. one who is not listed on any lease held by the Authority and has no legitimate business on McAlester Housing Authority property may be barred for:
 - A. Any suspected or actual criminal activity, Delinquent Activity.
 - B. The Possession, Sale, Use, or Manufacture of Illegal Substances.
 - C. Damage to property.
 - D. Loitering in common areas.
 - E. Acting as lookout or facilitator for drug-related or criminal activity.

- F. Consumption of alcoholic beverages outside a unit.
- G. Obstructing or interfering with police, security, or MHA staff in the performance of their duties.
- H. Committing any act which threatens the health, safety, welfare or peaceful enjoyment of the police, security, MHA staff, residents, or their guests.

These conditions apply to legitimate guests of residents with the added conditions that no guests who have been convicted for serious or drug-related activities on MHA properties in the past are permitted to be on any housing authority site, even as a legitimate guest of the resident.

BAN LISTS

1. All persons banned from Authority property shall be offered a McAlester Housing Authority Banned Visitor Complaint Form. If the Ban Form is offered and refused it shall be considered notice given. This letter will include; 1) The full name and address of the offender if possible; 2) the date the letter is given or offered to the individual; 3) the resident/non-resident status of the individual; 4) the location on which the incident occurred; 5) signature of the officer or staff member barring the individual; date, time, and place the person was encountered; 6) the reason(s) for banning.
2. The authority will post a list of person(s) banned from the Authority's property at the MHA office, 620 W. Kiowa, McAlester, OK, and at the site office at 1500 E. Chickasaw, and shall make a reasonable attempt to inform any resident who is in violation of the Authority's Ban policy in writing, prior to any legal action. A copy of this list shall be given to the local law enforcement dispatchers, Security staff, MHA staff and anyone who requests it.
3. Any person who is in violation of the McAlester Housing Authority's Ban Policy is subject to criminal charges of trespassing.
4. Persons listed on any ban list may not be removed by anyone except in consultation with the person(s) issuing the ban. The person(s) responsible for inputting the ban must be notified of the lifting of a ban before any contact is made with the offender regarding the ban lifting. Banning shall remain in effect for 45 days once issued to notify all individuals with the ban list of the change. During this time the offender is still barred and may not return to the authority property.

APPENDIX L

PEST CONTROL POLICY

The McAlester Housing Authority recognizes the importance of pest control in providing a living environment of adequate health and safety for its residents. To achieve this control the authority has adopted a pest control policy.

PEST CONTROL AND EXTERMINATION

The McAlester Housing Authority will make all efforts to provide a healthy and roach-free environment for its residents. Currently, the most common pest that inhabits units of the McAlester Housing Authority is the common cockroach.

The Rentals Manager shall make sure that an adequate schedule for treatment is provided by the Pest Control Contracting Agency to address any existing infestation. The schedule will include frequency and locations of treatment. McAlester Housing Authority units are treated/sprayed once per month. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be provided a copy of the Pest Control Schedule for the entire year, to be provided at the first of the year or upon move-in. Residents will be informed that on the day scheduled for their unit, they must take all food and utensils out of the kitchen cabinets so that the sprayers may spray in the cabinets. Failure to cooperate with this policy will constitute a breach of this Pest Control Policy and a violation of their Dwelling Lease.

If there is a major infestation of cockroaches in a unit, residents may contact the Housing Authority and request to have the house “bombed” by the sprayers using foggers or special gel. The Pest Control people will make an appointment with the resident for this special treatment and the resident must agree to leave the unit for several hours for safety reasons.

This policy is for the control of roaches only as the contract between the Housing Authority and the Pest Control agency is for roaches only. Mice and rats are not covered due to health hazards brought about by the means in which they must be eradicated. (For example, poisons & traps are potentially hazardous to children/pets).

Termites will be treated as needed.