

Required Attachment CA017d05: Resident Member(s) on the PHA Governing Board

1. X Yes ___ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

- 1. Wilda Cress
- 2. Melody Tigner

How was the resident board member(s) selected: (select one)?

Elected:
Appointed: by the City Council of the City of Riverbank

C. The term of appointment is (include the date term expires):

- 1. Wilda Cress: Term expires on 8/14/2005
- 2. Melody Tigner: Term expires on 2/05/2007

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

Wilda Cress: Term expires on 8/14/05

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Chris Crifasi, Mayor City of Riverbank

Required Attachment CA017e05: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Resident Advisory Board Members:

1. Fran Ross - President
2. Juantia Cordray - V. President
3. Melody Tigner- Secretary
4. Betty Asman
5. Bonnie Stead
6. Mary Harris
7. Barbara Blackwood
8. Hazel Wright
9. Geneva Beal

**Public Housing Meeting
and
The Tenant Council and Resident Advisory Board Meeting**

March 17, 2005, Thursday

Attending Staff Members: Carol Bowman (Housing Manager)
Marge Price (Admin. Clerk)

Tenant Council Members:

Fran Ross	(President)
Geneva Beal	(Tenant)
Bonnie Stead	(Tenant)
Betty Asman	(Tenant)
Juanita Cordray	(Vice President)
Hazel Wright	(Tenant)
Barbara Blackwood	(Tenant)
Wilma Tucker	(Tenant)
Melody Tigner	(Secretary)
Mary Harris	(Tenant)

Meeting was brought to order at 3:00 PM by Fran Ross (President). Minutes were read.

Complete review of the Five Year Plan; The Resident Council reviewed proposal for PHA Plan, changes and concerns were gone over.

The changes:

1. Fees for Service of Notices increased to \$20.00
2. Increase of Flat rents

The Goals and strategies for the PHA Plan were reviewed and all resident Council members were in favor, none opposed.

Respectfully Submitted
Melody Tigner (Secretary)

Tenant Council and Advisory Board
Comments

The Housing Authority and Tenant Council/ Advisory Board were in full agreement with the Agency Plan as proposed.

ATTACHMENT H

17.0 PET POLICY

17.1 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, to refrain from disturbing their neighbors, and to refrain from damaging the unit.

17.2 PETS IN PUBLIC HOUSING DEVELOPMENTS

When final HUD regulations on pet ownership are issued and when a resident has complied with the following Housing Authority pet ownership conditions, the Housing Authority will allow for ownership of pets by any resident family and elderly and/or disabled families.

17.3 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 and all terms complied with before the Housing Authority will approve the request. In addition, the resident shall have a history of behavior which would tend to indicate that they are likely to comply with the additional rules and regulations associated with the keeping of pets.

17.4 TYPES OF PETS

The Housing Authority will allow only domesticated dogs, cats, birds, fish, rodents, turtles, and other animals allowed by law or ordinance in units. All dogs and cats must be neutered and or spayed.

The animal(s) shall be of a size and temperament so as to not pose an unreasonable threat of property damage or threat to the health or safety of neighbors or Housing Authority employees due to viciousness or improper control of animal waste. Any animal deemed to be "aggressive or territorial" or potentially harmful to the health or safety of others (including other pets) including attack or fight trained dogs, or prohibited by law or ordinance will not be allowed. Determinations on the "aggressive or territorial" or potentially harmful nature of a pet will be made according to established data bases on "pet temperament" such as Cyberpet and PetSmart data bases. In all cases where a proposed pet has been disapproved because of incompatible temperament, a copy of the data base "print-out" indicating the incompatibility will be provided to the resident and a copy, along with all other relevant information relating to the request, will be maintained in the resident's file.

For all requests for dogs, the resident must provide written documentation from a Vet or other competent professional of the dog's breed or breed mixture. In cases where the breed of the proposed dog is "mixed", residents will be responsible to provide the Housing Authority with a written determination from a Vet or other competent professional identifying the various "breeds" of the dog. The various breeds will then be compared to the databases. An "aggressive or territorial" or potentially harmful result for any of the dog's breeds will result in the denial of the request.

No animal may exceed thirty (30) pounds in weight.

17.5 INOCULATIONS, LICENCING, AND PET IDENTIFICATION

In order to be authorized, pets, as applicable, must be appropriately licensed and inoculated against rabies, distemper, parvo shots and other conditions prescribed by local ordinances.

For pets not totally confined to the interior of the unit, residents must provide a color photograph of the animal.

Pet owners shall be required to attach copies of licensing documents, immunization certifications, breed identification documentation, and proof of spaying/neutering to the application form at the time they seek approval from the Housing Authority to keep a pet.

Except for authorized birds, fish and other similar animals, the Housing Authority will issue a "Pet Tag" that must be worn along with the proper pet "licence" on a collar at all times by any authorized pet.

17.6 HUMANE CONFINEMENT

The dwelling unit shall have adequate amenities, such as a yard and sufficient fencing, to allow proper humane confinement of the animal(s) and to prevent the disturbance of neighbors. In projects where no fences exist, the animal(s) shall be of a size and temperament so as to be able to be properly confined to the interior of the unit.

17.7 PET DEPOSIT

A pet deposit of \$25 - 200.00 is required at the time of registering a pet. The deposit varies, depending on the pet selected, the unit, and the amenities of the unit, like carpeting. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

17.8 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 Housing Authority reserves the right to exterminate and charge the resident.

17.9 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 family's unit and surrounding areas.

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

17.10 DESIGNATION OF PET AREAS

For complexes where no exterior, individual yard fences are provided. Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be constructed). In some complexes, pets will

be allowed only in designated areas. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

17.11 VISITING PETS

Pet visitation is not allowed.

17.12 RESIDENT ABSENCES FROM THE PREMISES

When absent from the unit, families with dogs or cats shall be responsible for the housing of their pet(s) somewhere other than on the premises overnight or longer periods. Families with pets shall have a standing arrangement, on file, with the Housing Authority providing for the care of pet(s) in the event that the family must leave their unit on an emergency basis. The arrangement will specify who will be responsible for assuring compliance with this provision.

17.13 REMOVAL OF PETS

The 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, a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located, or if the pet causes damage to the premises.

ATTACHMENT I

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 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) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are determined exempt from this requirement

13.2 EXEMPTIONS

The following resident, adult family members may be exempt from this requirement if their exemption can be documented by the family and verified by the Housing Authority.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity as defined under part A, title IV, of the Social Security Act
- 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 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

13.3 NOTIFICATION OF THE REQUIREMENT

In all resident annual re-examination notifications beginning on October 1, 2000, Housing Authority staff shall notify each affected family that during their up coming re-exam, Authority staff will identify and or verify compliance with, as applicable, all adult exempt and non-exempt family members for purposes of the family meeting its community service requirements.

The notification will explain the family's responsibility to provide verification for all non-exempt adult family member's compliance with the community service requirement, to verify continued exempt status for those previously granted exempt status, and the verification of any changes in any family member status. The Housing Authority shall verify such claims.

The notification will further advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/2000. For family's 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 all residents that their failure to comply with the community service

requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

Initially, the Housing Authority will conduct training and educational meetings focused on the program and it's requirements for all affected families.

13.4 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 in which the complex is located. Because of the small community nature of the City of Riverbank where our complexes are located and the lack of availability of placement opportunities, the "community in which the complex is located" shall be defined as the complex and the geographic areas around it sufficient to allow for the resident to find and retain placement.

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 (including, but not limited to such programs as substance abuse or mental health treatment).

The Housing Authority will coordinate with social service agencies, local schools, the Human Resources Office, and other agencies in identifying a list of volunteer community service positions. Lists will be made available to all residents.

The Housing Authority will create volunteer positions such as coordinating and record keeping and other clerical positions for resident volunteers.

13.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Housing Authority will identify each adult family member who is non-exempt from the Community Service requirement and do the following:

- A. Provide the family a list of volunteer opportunities.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet for every non-exempt family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each 8 hour volunteer period. The supervisor will attach a business card to the sheet.
- D. Refer family members to a volunteer coordinator who may assist family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance. Volunteer coordinators will be located and supervised from the Housing

Authority office.

While the Housing Authority will provide support services to volunteers, it in no way assumes responsibility for nor guarantees the placement of nor can guarantee the meeting of any family member's Community Services requirements. This responsibility remains fully with the family.

- E. Sixty (60) days before the family's next lease anniversary date, the volunteer coordinator will update the volunteer's file, document compliance or non-compliance, and advise the Housing Authority. The volunteer coordinator will forward to the Housing Authority a signed certification of program compliance or executed agreement to cure non-compliance.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENTS

The 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 be terminated.

13.7 OPPORTUNITY FOR CURE

The 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 or community service program for as many hours as needed to fulfill the time 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 the current's year's community service requirement. In all such agreements, the first 96 hours a resident earns will be credited toward the current's year's community service requirement with all additional hours credited to the amount owed for the previous year.

The volunteer 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 by more than three (3) hours over a three (3) month period, the Housing Authority shall take action to terminate the lease.

Attachment J

Component 3, (6) Deconcentration and Income Mixing:

New HUD rules waive this requirement for projects with less than 100 units.

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**STATEMENT OF POLICIES GOVERNING
ADMISSION TO AND CONTINUED OCCUPANCY
OF THE
CONVENTIONAL LOW RENT PUBLIC HOUSING
UNITS OPERATED BY
THE HOUSING AUTHORITY OF THE CITY OF RIVERBANK**

REVISED - April, 2005

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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

The Admissions and Continued Occupancy Policy defines the 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.

1.0 FAIR HOUSING

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

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

To further its commitment to full compliance with applicable Civil Rights laws, the 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 Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The 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 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 Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

An applicant and/or tenant(s) may request a "Request for Reasonable Accommodation" form at any time as stated in the information paperwork attached to the application.

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 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 Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority will not inquire as to the nature of the disability.
- 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 Housing Authority 's business is housing. If the request would alter the fundamental business that the Housing Authority conducts, that would not be reasonable. For instance, the Housing Authority would deny a request to have the 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 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 Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Housing

Authority 's programs or services.

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

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

- E. All approved or denied requests will be documented in writing. Approved requests will be signed by the resident and management and will include provisions describing the accommodation/modification, material to be used, the person authorized by management to complete the physical modification, if appropriate, who will bare the cost of the modification, including restoration, and a statement that the Housing Authority may at the end of the residency apply resident's Security Deposit toward any restoration costs.

3.0 FAMILY OUTREACH

From time to time, the 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 families who may-not read the newspapers or to provide out reach to certain ethnic families who may not be sufficiently "represented" on Authority waiting lists or programs, the Housing Authority will distribute fact sheets to the broadcasting media and will initiate personal contacts with members of the news media, ethnic organizations, and community service personnel. The Housing Authority will also try to utilize public service announcements.

4.0 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 and other Housing Authority required release forms. 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 form from the applicant or tenant provided to the Housing Authority from the requesting party.

The Housing Authority regularly exchanges resident or applicant information with the Stanislaus County Department of Social Services.

5.0 REQUIRED POSTINGS

In each of its offices, the 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 address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- 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 Housing Authority Notices

6.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to fully and accurately complete their application for housing assistance. Applications will be mailed to interested families upon request.

Applications are taken to compile waiting lists. Due to the demand for housing in the Housing Authority's jurisdiction, the Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list. Any openings or closings of any waiting list will be advertised in the local newspaper.

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

The completed application will be dated upon its receipt.

Persons with disabilities who require a reasonable accommodation or other persons who may need help in completing an application may call the Housing

Authority, (209) 869-4501, for help in completing their application. A Telecommunication Device for the Deaf (TDD) is available. The TDD telephone number is (209) 869-4501.

The application process involves two phases. The first phase is the acceptance of the initial application for housing assistance and the verification of information provided. The process establishes eligibility and waiting list preferences to which the family may be entitled.

Upon receipt of the family's application, the Housing Authority will notify the family in writing of the receipt of the application. The notification should be kept by the family as their "evidence" of having submitted the application. The written notification will provide the family with the approximate wait before housing may be offered. If at any step in the process, the Housing Authority determines the family to be ineligible for one or more reasons, a notice will be mailed to the family stating the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time provide written notification to the Housing Authority of changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority will annotate the applicant's file and may, based on the verification of the reported change, update their place on the waiting list.

The second phase is the final determination of eligibility which includes a mandatory orientation, criminal back ground checks, and an interview. The Housing Authority will ensure that verification of all preferences, eligibility, suitability, selection factors, and family income are current (no more than six months old for reported income) in order to determine the family's final eligibility for admission into the Public Housing Program. If found eligible, the family will be placed on the "Eligible Waiting List" where the family will await housing offers in the area/s applied for.

7.0 ELIGIBILITY FOR ADMISSION

7.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: (1) the applicant qualifies as a family, (2) the applicant has an income within the income limits, (3) the applicant meets citizenship/eligible immigrant criteria, (4) the applicant provides documentation of Social Security numbers, and (5) the applicant and all adult family members sign consent authorization documents. In addition to the eligibility criteria, families must also meet the Housing Authority 's screening criteria.

7.2 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.
 - a. Children temporarily absent from the home due to

placement in foster care are considered family members.

- b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.

2. An elderly family, which is:

- a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
- b. Two or more persons who are at least 62 years of age living together; or
- c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A near-elderly family, which is:

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

4. A disabled family, which is:

- a. A family whose head, spouse, or sole member is a person with disabilities;
- b. Two or more persons with disabilities living together; or
- c. One or more persons with disabilities living with one or more live-in aides.

5. A displaced family, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

6. A remaining member of a tenant family.

7. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

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. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.
3. Income limits apply only at admission.
4. 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, application, and waiting list requirements of the Housing Authority of the City of Riverbank.
5. Income limit restrictions do not apply to families transferring within our Public Housing Program.

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 13.6 for calculating rents under the non-citizen rule)
 - c. A family without any eligible members and receiving housing 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 6 years of age and older must provide a copy of their Social Security Card with number or certify that they have never had 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. Among other provisions, consent form/s contain the following:
 - a. A provision authorizing HUD or the Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation, for eligibility, or for continued occupancy in the Public Housing Program;
 - b. A provision authorizing HUD or the 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;
 - d. A provision authorizing the Housing Authority to request criminal history or recent criminal activity information from law-enforcement agencies and authorizing the Housing Authority to release any resident information to any requesting law-enforcement agency or peace officer where the information is necessary in the performance of law-enforcement duties;
 - e. A provision authorizing the Housing Authority to request income, training program status, sanction or other necessary information from any governmental or private agency providing financial, educational, or support services assistance to the family; and
 - f. A statement that the authorization to release the information requested by the consent form expires 24 months after the date the consent form is signed.

7.3 SUITABILITY

- A. Applicant families will be evaluated to determine whether, based on their recent and past behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease or to pose an undue financial risk. The 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, 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 one or more of the following suitability criteria.
- B. The Housing Authority will consider objective and reasonable aspects of the family's background, including the following:
 1. History of meeting financial obligations, especially rent and utility payments;

2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent, safe, and sanitary condition based on living or housekeeping habits and whether such habits could adversely affect the premises or the health, safety, or welfare of tenants, including household members;
 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 tenants, including household members 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 misrepresentation of information related to their housing application or benefits derived there from; and
 5. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Housing Authority will ask applicants to provide or the Housing Authority will obtain information necessary to demonstrate the applicant's ability to comply with the financial or other essential elements of the lease. The Housing Authority will verify any information not directly received from a third party source. In all cases, verification may include but may not be limited to the following:
1. A credit check of the head of household, spouse and or co-head;
 2. At a minimum, a three year 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 five years. Where the individual has lived outside the local area, the 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, sanitary, and minimally damaged manner. This inspection considers cleanliness, care of the premises, assigned yard areas, appliances, appurtenances, and any resident caused damages to the home. The inspection may also consider any evidence of criminal or drug related activity; and
 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No household with an individual registered as a sex offender will be admitted to public housing.

7.4 GROUNDS FOR DENIAL

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

- A. Do not meet one or more of the eligibility or screening criteria;
- B. Do not supply complete and accurate information, documentation, or verification, 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 or utility payments;
- E. Do not have the ability to maintain (with assistance for persons needing an accommodation) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants or members of the household;
- 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 within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- 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 or members of the household.
- M. Have engaged in or threatened abusive or violent behavior towards any Housing Authority staff, other residents, or family members;

- 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. Have engaged in behavior towards any Housing Authority staff or other residents that is racially, linguistically, culturally, or ethnically inappropriate and that would be considered offensive and a form of harassment or discrimination.

7.5 EVIDENCE OF FAVORABLE FUTURE CONDUCT

- A. In the event unfavorable information is received with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to any factors which may indicate a reasonable probability of favorable future conduct or financial prospects. Examples include:
 1. Evidence of rehabilitation or that the circumstances leading to an eviction or arrest no longer exist; and/or the person demonstrates to the satisfaction of the Housing Authority that is no longer engaging in the abuse of alcohol or use of a controlled substance, and has successfully completed a supervised drug or alcohol rehabilitation program, or otherwise has been successfully rehabilitated, or is successfully participating in a supervised drug or alcohol rehabilitation program.
 2. Evidence of the family's willingness to participate in social service or other appropriate counseling service programs and the availability of such programs, and/or
 3. Evidence of willingness to increase income and/or avail oneself of training or employment programs in the locality.

7.6 INFORMAL REVIEW

- A. If the Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the 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, state that the applicant may request an informal review of the decision within 10 business days of the date of the notice, must advise the applicant of his/her right to copy, at his/her expense, all related material (including a copy of a criminal history) that will be used as evidence by the Housing Authority in the review, and his/her right of representation. The Housing Authority will describe how to obtain the informal review. In all cases where an applicant has been denied admission due to

criminal history, the applicant will be provided an opportunity to dispute the content or relevancy of such a report.

The informal review may be conducted by any person designated by the Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person. The applicant will be given the opportunity to present written or oral objections to the Housing Authority's decision. The Housing Authority must notify the applicant of the final decision within 10 calendar days after the informal review, including a statement of the reasons for the final decision.

- B. A participant family may request that the 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 resident 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.

8.0 MANAGING THE WAITING LIST

8.1 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.

The closing of a waiting list/s will also be announced with a public notice. The public notice will state the date the waiting list will be closed, the waiting list area covered, and bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

All openings and closings of the waiting list will be announced to all agencies, social organizations and other service providers on the Housing Authority's "Organizations List" that includes a broad range of minority and ethnic organizations. These announcements will be considered part of the Authority's out reach efforts in attracting special groups of applicants who may not normally apply for assistance.

8.2 ORGANIZATION OF THE WAITING LIST

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

- A. Two separate waiting lists shall be maintained by the Housing Authority. Lists shall correspond to one of the following two waiting list designations:
 - 1. Elderly family complex list (elderly, disabled or handicapped families or persons)
 - 2. Family complex list, including qualified elderly, disabled or handicapped families or persons)
- B. Waiting lists shall be established by bedroom size
- C. Applicants may choose to apply to one or both waiting lists if they qualify under the requirements of each particular waiting list.
- D. The application will be a part of a permanent file;
- E. The applicant's position on the waiting list shall be maintained in order of waiting list area, bedroom size, preference, date and time of application, and if all other factors are equal, then Social Security number; and
- F. Any written contacts between the Housing Authority and the applicant will be documented in the applicant file.

8.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be near the top of the waiting list, the family will be invited to an interview and the updating of information process will begin, if necessary. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms and a permanent file will be created.

8.4 PURGING THE WAITING LIST

The 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 Housing Authority has current information, i.e. applicant's address, family composition, income category, and preferences. Applicants not responding to a Notice of Continued Interest" used in the purge process will be removed from the waiting list. Applicants removed will be advised, in writing, of their removal from the waiting.

8.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

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

- A. The applicant requests, verbally or in writing, 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;
- C. The applicant does not meet either the eligibility or suitability criteria for the program; or
- D. The applicant has received and rejected two housing offers for other than hardship reasons.

Applicants removed will be advised, in writing, of their removal from the waiting list. A copy of the notice to the applicant of his/her removal will be maintained in the applicant's file. Applicants will be offered the right to an informal review before being removed from the waiting list.

8.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the Housing Authority will be sent a notice of termination of the process for eligibility. If the applicant fails to respond to the notice within 10 days of the date of the notice, the applicant will be removed from the waiting list.

The Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule and no more than two opportunities will be given for good cause. When good cause exists, the 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.

8.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the 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 specified time-frame. The 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 Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES

To ensure a broad range of income levels represented in all property areas, the Housing Authority will select families from it's waiting lists based on the following preferences within each bedroom size category and within HUD regulations based on the date the complex was made available for occupancy:

- A. Higher Income- in descending order of income within the category of "Higher Income"(above 50% of Medium and at or below 80%) Within each income, in this category families of veterans will be selected first.
- B. Low Income- in descending order of income within the category of "Low Income"(50% of Medium or less, but above 30%) families with a member(s) employed or enrolled and successfully participating in an employment/training or educational program will receive higher preference over families without such a member. Within this category families of veterans will be selected first.
- C. Extremely Low- in descending order of income within the category "Extremely Low Income"(30% of Medium or below). families with a member(s) employed or enrolled and successfully participating in an employment/training or educational program will receive higher preference over families without such a member. Within this category families of veterans will be selected first.

Based on the above preferences, vacancies (categorized as either "higher income" or extremely low income" vacancies to meet agency deconcentration goals) in the various complexes will be filled as follows:

TABLE 1

Vacancy Type	Higher income Complex Avail before 1981	Lower income Complex Avail after 1981
Ext. Low Income	c, a, then b	a, b, then c
Higher Income	a, b, then c	a, b, then c

Based on the preference order established in table 1, families in the various preference categories will receive preference depending on the type of vacancy (extremely low or higher income) and HUD occupancy restrictions applicable to the particular complex. All families in the first preference category indicated in each cell of the table will be offered housing before any families in the second preference category, and all of those families before families in the third preference category.

Notwithstanding the above, single persons who are elderly, handicapped, or disabled will have preference over other non-elderly, handicapped, or disabled single persons and shall be offered housing before those persons.

Buildings Designated as Elderly Only Housing: The ("Rossi" and "Scheela" apartments - 60 units total) were built as and have been approved as being designated for elderly occupancy only. In filling vacancies in these developments, first priority will be given to elderly families or elderly single persons. If there are no elderly 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 is determined eligible for that particular type of unit. Any family required to transfer will be given a 30-day notice.

9.2 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
1	1	3
2	2	5
3	4	7
4	6	9
5	8	11

* See Consideration A, Below

These standards are based on the standard that each bedroom will accommodate no more than two (2) persons plus one (1) person for the entire house.

In determining bedroom size, the 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.

Applicant families may choose the bedroom size for which they wish to apply, providing that their family size falls within the minimum and maximum number of persons within each established bedroom size category in Table 2. Applicant families choosing to house children of the opposite sex in the same bedroom or those choosing to house the maximum number of persons, shall be provided with a copy of the Authority's transfer policy. These applicants shall not be eligible for transfer because of family size, unless the family's composition exceeds the maximum or falls below the minimum limit established.

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

- A. The minimum number of persons allowable in Table 2, applies to single headed households only
- B. A maximum of two persons will share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- D. Foster - adults - children will not be required to share a bedroom with family members.
- E. A Live-in aide will get a separate bedroom.
- F. The livingroom will be considered a sleeping room for families with the maximum number of persons.
- G. A single person shall only be assigned a one bedroom unit.

Exceptions to normal bedroom size standards include the following:

- A. Units larger than assigned through the above guidelines - A family may request a larger unit size than the guidelines allow. The Housing Authority may allow the larger size unit if the family provides verification of a medical or home business need necessitating that the family be housed in a larger unit.
- B. If there are no families on the waiting list for a larger or smaller sized unit(s) or if all eligible families have rejected the unit, smaller or larger families may be housed in a particular unit 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 unit is determined eligible. In all such cases, the family will not be required to move for at least twelve (12) months from the day of acceptance. When required to transfer, the family will be given at least 30-day advance notice before being required to move.
- C. Larger units (one bedroom larger than the family would normally qualify for) may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.3 OFFER OF A UNIT

When the 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 the type of unit or development and whose income category meets income targeting goals.

The Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the 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) days to accept or reject a unit that is in the process of being made ready and the family will have one (1) day to accept or reject a unit that is completed and ready to rent. The offer and the family's decision must be documented in the family's file. If the family rejects the offer of the unit, the Housing Authority will document the offer and the rejection.

9.4 REJECTION OF A UNIT

If in making the offer to the family the Housing Authority skipped over other families on the waiting list in order to meet income targeting requirements, the family will not lose their place on the waiting list, will not otherwise be penalized, and the rejection will not count as an unit "offer rejection" under the Authority's two offer and rejection rule. The Housing Authority's "two unit offer and rejection" rule provides that families may reject up to two offered units, without good cause before their application is canceled with the exception of offers.

If the Housing Authority did not skip over other families on the waiting list to reach this family 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, and the family will be placed at the bottom of the applicable "Eligible Waiting List".

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity and availability of transportation to work, school and childcare (for those working or going to school) from the location of the complex being rented. All determinations made regarding "proximity" and other applicable determinations will be made in conformance with the distance and other standards established in the Authority's Transfer Policy. The family will be offered the right to an informal review of any decision to lose their place on or be removed from any waiting list.

9.5 ACCEPTANCE OF A UNIT

All adult family members will be required to sign a lease that will become effective no later than one (1) business day after the date of acceptance or the business day the unit becomes available, whichever is later.

Prior to signing the lease all families (head of household and or spouse) and will be required to attend the Lease and Occupancy Orientation when they are initially accepted onto the "Eligible for Occupancy" list. 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, will result in the cancellation of their

application.

At the Orientation and or at the time of lease execution as applicable, the applicant will be provided a copy of the lease, the "Occupancy Orientation Manual", which includes the grievance procedure, utility allowances, the current schedule of routine maintenance charges, other commonly used agency forms, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with 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. One executed copy of the lease will be furnished to the head of household and the Housing Authority will retain the original executed lease in the tenant's file.

The family will pay any applicable security deposit(s) at the time of lease execution. The security deposit will be as follows:

- A. For a 1 bedroom unit: **\$225.00**
- B. For a 2 bedroom unit: **\$450.00**
- C. For a 3 bedroom unit: \$510.00**
- D. For a 4 bedroom unit: \$560.00**
- E. Pet deposit: \$25.00 - \$200.00

The Housing Authority's pet security deposit varies between different types of units depending on the amenities of a particular unit, such as unit size and carpeting, and the type of pet selected.

The Housing Authority reserves the right from time to time to review and adjust the amount of the security deposit provided that affected families are given proper and timely notice of any such adjustment and an opportunity to pay any additional security deposit amount in payments, if necessary, or terminate their residency prior to any new security deposit amount taking effect.

Under some circumstances, the Housing Authority may allow a resident to pay their security deposit in up to three (3) payments. All such arrangements will be executed on an "Extended Payment Agreement" and will be in conformance with the Authority's Collections Policy. The decision to allow payments shall be at the sole discretion of the Housing Authority and in conformance with applicable policy.

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

To determine annual income, the 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 Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

10.1 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 that percentage.
 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
 3. If the amount of welfare assistance is reduced as a result of a lifetime time limit for the program, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

10.2 ANNUAL INCOME

Annual income does not include the following:

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

- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 - 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 - 5. Incremental earnings and benefits resulting to any family member from participation in a 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 the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10, until any applicable exclusionary period (up to 18 months) has ended. 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. Family members may be employed for periods not to exceed 10 hours weekly, 52 weeks yearly at the minimum wage and still be considered "unemployed" for purposes of this determination.
 - b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 - c. Families who are or were, within 6 months, assisted under a State TANF program. HUD regulations and agency policy allow for the housing authority to offer a savings account in lieu of having a portion of their income excluded under this paragraph(see section 11.4, below, Individual Savings Account In Lieu Of Income Disregard).

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 Housing Authority

The Housing Authority does not provide any other exclusions from income in addition to those already provided by law.

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
 - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
 - 3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses.

10.4 INDIVIDUAL SAVINGS ACCOUNT IN LIEU OF INCOME DISREGARD

A family may choose an individual savings account instead of receiving the 12-month disallowance of earned income and the phasing in of rent increases as described in Section 11.2 H(11), above. Families who choose individual savings accounts will pay the higher rent based on 30% of adjusted family income and the Housing Authority will deposit, on a bi-annual basis, the difference between the amount of rent that would have been charged with the disallowance and the amount charged into an interest bearing savings account. Once the account is established, the family may access the account only for purchasing a home, paying education costs, moving out of public housing, or for other purposes promoting self-sufficiency as determined by the Housing Authority.

- A. Management of The Accounts: The HA shall deposit the account funds of all families participating in the HA's disallowance program into a single depository account. The HA will deposit the account funds in one or more HUD-approved investments. The total of the combined account funds will be supported in the HA accounting records by a subsidiary ledger showing the balance applicable to each participating family. During the term of the contract of participation, the HA shall credit periodically, but

not less than bi-annually, to each family's account, the amount will be prorated and credited to each family's account based on the balance in each family's account at the end of the period for which the investment income is credited.

- B. Reduction of Amounts Due to a Participating Family: If the participating family has not paid the family contribution towards rent, or other amounts, if any, due under the lease, the balance in the family's account shall be reduced by that amount. If the family has fraudulently under reported income, the amount credited will be adjusted accordingly.

- C. Reporting on Account: The Housing Authority will be required to make a report, at least bi-annually, to each participating family on the status of the family's account. The report will include:
 - (I) The balance at the beginning of the reporting period;
 - (ii) The amount of the family's rent payment that was credited to the account, during the reporting period;
 - (iii) Any deductions made from the account for amounts due the Housing Authority before interest is distributed;
 - (iv) The amount of interest earned on the account during the year; and
 - (v) The total in the account at the end of the reporting period.

- D. Disbursement of Account: The amount in an account, in excess of any amount owed to the Housing Authority by the participating family, shall be paid to the head of the family when the contract of participation has been completed or during the term of the contract if the family makes a request, in writing, and the request is verified and found consistent with the contract of participation, for reasons such as enrolment in an education program, or job training, or to meet start-up expenses involved in creation of a small business, or other similar activities. The HA may, at its sole option, disburse a portion of the funds from the family's account to assist the family in meeting those expenses.

- E. Succession to Account: If the head of the family ceases to reside in the household, the remaining adult family members of the family, after consultation with the Housing Authority, shall have the right to designate another family member to receive the funds.

11.0 VERIFICATION

The 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, rent determination, and other program or agency requirements shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, compliance with community service or training program requirements (HUD or TANF), need for a live-in aide and or other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; citizenship/eligible non-citizen status; pet and car registration. Age and relationship will only be verified in those instances where needed to make a determination of the level of assistance.

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, pet, car registration, compliance with community service or training program requirements (HUD or TANF) 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 "official documents" presented by the family, the INS SAVE approval code, and forms signed by the family.

11.2 METHODS OF INCOME VERIFICATION AND AGE OF DATA:

11.3 PHAs share the responsibility for documentation and verification of income information with the families that apply for or receive program assistance.

A. To fulfill their responsibilities, families must:

1. Complete all necessary paperwork
2. Sign all required release forms
3. Be responsive to PHA requests
4. Provide requested information and documents in a timely manner.

11.4 PHAs, for their part, must follow up with third-party sources.

1. The regulation governing verification in the public housing program is located at 24 CFR 960.259©)
2. The regulation states that PHAs either must obtain and document in family files third-party verification of the following factors or must document in the files why third-party verification was not available:
 - a. Reported family annual income
 - b. The value of assets
 - c. Expenses related to deductions from annual income
 - d. Other factors that affect the determination of adjusted income or income-based rent.

11.5 The Housing Authority of the City of Riverbank (HACR) will verify information through the five (5) methods of verification acceptable to HUD in the following order:

1. Up-front Income Verification (UIV)
2. Third-party written verification
3. Third-party oral verification
4. Review of documents
5. Certification and/or self-declaration

1. Up-Front Income Verification (UIV)

The HACR will utilize up-front income verification tools, including

TASS and the Work Number, whenever possible.

When HUD announces the availability of the UIV system for our PHA, we will utilize additional UIV tools, including a centralized computer matching system. The HACR will pursue other computer matching agreements with federal, state, and local government agencies.

2. Use of Third-Party Verification to Supplement Up-Front Income Verification

Up-front income verification replaces, to the maximum extent possible, the more time-consuming and less accurate third-party verification process of contacting individual employers identified by families or reviewing outdated income verification documents.

However, third-party verification may continue to be necessary to complement up-front income verification. Up-front income verification should not be considered an automatic substitute for other third-party verification.

Rather, up-front income verification may supplement other verification documentation, such as originals, current tenant-provided documents.

A. If UIV income data is less than current tenant-provided documentation, the HACR will use tenant-provided documents to calculate anticipated annual income.

B. If UIV income data is more than current tenant-provided documentation, the HACR will use UIV income data to calculate anticipated annual income unless the tenant provides the HACR with documentation of a change in circumstances (i.e. change in employment, reduction in hours, etc.). Upon receipt of acceptable tenant-provided documentation of a change in circumstances, the HACR will use tenant-provided documents to calculate anticipated annual income.

3. Third-Party Written Verification

Third-party verification is used to verify information directly with the source.

Third-party written verification forms will be sent and returned via first-class mail. The family will be required to sign an authorization form allowing the information source to release the specified information.

Two (2) attempts to obtain third-party verification will be made before relying on another method.

Verifications received electronically directly from the source are considered third-party written verifications.

Third-party verification forms, including computerized printouts, will not be hand-carried by the family under any circumstances. The HACR will send requests for third-party written verifications to the source at all times regardless of whether the family provides a computerized printout.

The HACR will allow fourteen days for the return of third-party

verifications initially requested.

If third-party verifications are not returned within the fourteen (14) days period, an additional attempt to obtain third-party verifications will be requested.

The HACR will allow five (5) days for the return of the additional attempt to obtain third-party verifications.

If third-party written verification is not used, the HACR will document the reasons in the file.

Verifications are valid for 90 days from the date of the receipt.

4. Third-Party Oral Verification

Oral third-party verification will be used when written third-party verification is delayed or impossible. When third-party oral verification is used, staff will be required to complete a Certification of Document Viewed or Person Contacted form, noting with whom they spoke, the date of the conversation, and the facts provided. If oral third party verification is provided by telephone, the HACR must originate the call. If third-party verification is not available, the HACR will compare the specified information to any documents provided by the family.

5. Review of Documents

In the event that third-party written or oral verification is unavailable or information has not been verified by a third party within the fourteen (14) days, the HACR will annotate the family accordingly and utilize documents provided by the family as the primary source if the documents contain complete information.

All such documents, excluding government checks, will be photocopied and retained in the family file. When documents cannot be photocopied, staff viewing the documents will complete a Statement of Fact form.

The HACR will accept the following documents from families providing that tampering can be easily noted:

- A. Printed wage stubs
- B. Computer printouts fro employers
- C. Signed letters (provided that the information is confirmed by phone)
- D. Other documents identified by HACR as acceptable verification

The HACR will accept faxed documents.

The HACR will not accept photocopies

If third-party verification is received after documents have been accepted as provisional verification and there is a discrepancy, the HACR will contact the third-party source and the family to resolve differences.

The HACR will allow up to one week for families to provide documents when their-party verification is impossible to obtain.

The HACR will not delay the processing of an application or

recertification beyond 45 days because a third-party information provider does not return a verification in a timely manner.

6. Self-Certification / Self-Declaration

When information cannot be verified by a third party or by review of documents, families will be required to submit a self-certification.

Self-certification means a notarized statement signed under penalty of perjury in the presence of a witness.

The HACR will allow up to one week for a family to provide a self-certification or self-declaration if other forms of verification are impossible to obtain.

11.6 TYPES OF VERIFICATION

The chart on the next page outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority will send a request form to the source along with a release form, (if the source does not have a current release of information form "on file") signed by the applicant/tenant via first class mail.

Upfront (UIV) Written 3 rd Party	Highest (Highly Recommended, highest level of third party verification). High (Mandatory if upfront income verification is not available or if UIV data differs substantially from tenant-reported information). Medium (Mandatory if written third party verification is not available) Medium-Low (Use on provisional basis) Low (Use as a last resort)
Oral 3 rd Party	
Document Review	
Tenant Declaration	

Income Type	Upfront	Written 3 rd Party	Oral 3 rd Party	Document Review	Tenant Declaration
	(Level 1)	(Level 2)	(Level 3)	(Level 4)	(Level 5)
Wages / Salaries	Use of cooperative agreements with SWICA to obtain wage information electronically, by mail or fax or in person	The PHA mails, faxes, or emails a verification form directly to the independent sources to obtain wage information	In the event the independent source does not respond to the PHA's written request for information, the PHA may contact the independent source by phone to obtain the requested information	When neither form of third party verification can be obtained, the PHA may accept original documents such as consecutive pay stubs (HUD recommends the PHA review at least 3 months of pay stubs, if employed by the same employer for 3 months or more), W-2 forms, etc., from the tenant. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declared the family's total annual income from earnings. NOTE: the PHA must document in the tenant file, the reason 3 rd party verification was not available.
	Agreements with private vendor agencies, such as The Work Number to obtain wage and salary information	The PHA may have the tenant sign a Request for Earnings Statement from the SSA to confirm past earnings. The PHA mails the form to SSA and the statement will be sent to the address the PHA specifies on the form			
	Use of HUD system (UIV)				

Verification of Employment Income: The PHA should always obtain as much information as possible about the employment such as start date (new employment), pay frequency, pay rate, anticipated pay increased in the next 12 months, year-to-date earnings, bonuses, overtime, company name, address and telephone number, name and position of the person completing the employment verification form.

Effective Date of Employment: The PHA should always confirm start and termination dates of employment.

Income Type	Upfront	Written 3 rd Party	Oral 3 rd Party	Document Review	Tenant Declaration
	(Level 1)	(Level 2)	(Level 3)	(Level 4)	(Level 5)
Self-Employment	Not Available	The PHA mails or faxes a verification form directly to sources identified by the family to obtain income information.	The PHA may call the source to obtain income information.	The PHA may accept any documents (i.e. tax returns, invoices and letters from customers) provided by the tenant to verify self-employment income. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not obtained.	The PHA may accept a notarized statement or affidavit from the tenant that declares the family's total annual income from self-employment. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.
Verification of Self-Employment Income: Typically, it is a challenge for PHAs to obtain 3 rd party verification of self-employment income. When 3 rd party verification is not available, the PHA should always request a notarized tenant declaration that includes a perjury statement.					
Social Security Benefits	Use of HUD Tenant Assessment Sub-system (TASS) to obtain current benefit history and discrepancy reports.	The PHA mails or faxes a verification form directly to the local SSA office to obtain social security benefit information.	The PHA may call SSA, with the tenant on the line, to obtain current benefit amount.	The PHA may accept an original SSA Notice from the tenant. NOTE: The PHA must document the tenant file, the reason 3 rd party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly social security benefits. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.

Income Type	Upfront	Written 3 rd Party	Oral 3 rd Party	Document Review	Tenant Declaration
	(Level 1)	(Level 2)	(Level 3)	(Level 4)	(Level 5)
Welfare Benefits	Use of cooperative agreements with the local Social Services Agency to obtain current benefit amount electronically , by mail or fax or in person.	The PHA mails, faxes, or e-mails a verification form directly to the local Social Services Agency to obtain welfare benefit information.	The PHA may call the local Social Services Agency to obtain current benefit amount.	The PHA may review an original award notice or printout from the local Social Services Agency provided by the tenant. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly welfare benefits. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.
Income Type	Upfront	Written 3 rd Party	Oral 3 rd Party	Document Review	Tenant Declaration
	(Level 1)	(Level 2)	(Level 3)	(Level 4)	(Level 5)
Child Support	Use of cooperative agreements with the local Child Support Enforcement Agency to obtain current child support amount electronically , by mail or fax.	the PHA mails, faxes, or emails a verification form directly to the local Child Support Enforcement Agency or child support payer to obtain current child support payments.	The PHA may call the local Child Support Enforcement Agency or child support payer to obtain current child support payments.	The PHA may review an original court order, mote or printout from the local Child Support Enforcement Agency provided by the tenant. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares current child support payments. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.

Income Type	Upfront	Written 3 rd Party	Oral 3 rd Party	Document Review	Tenant Declaration
	(Level 1)	(Level 2)	(Level 3)	(Level 4)	(Level 5)
Unemployment Benefits	Use of cooperative agreements with a State Wage Information Collection Agency to obtain unemployment compensation electronically , by mail or fax.	the PHA mails, faxes, or emails a verification form directly to the local Child Support Enforcement Agency or child support payer to obtain current child support payments.	The PHA may call the local Child Support Enforcement Agency or child support payer to obtain current child support payments.	The PHA may review an original court order, mote or printout from the local Child Support Enforcement Agency provided by the tenant. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares current child support payments. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.
	Use of HUD systems.				
Pensions	Use of cooperative agreements with a Federal, State, or Local Government Agency to obtain pension information electronically , by mail or fax.	The PHA mails, faxes, or emails a verification form directly to the pension provider to obtain pension information.	The PHA may call the pension provider to obtain current benefit amount.	The PHA may review an original benefit notice from the pension provider provided by the tenant. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.	The PHA may accept a notarized statement or affidavit from the tenant that declares monthly pension amounts. NOTE: The PHA must document in the tenant file, the reason 3 rd party verification was not available.
NOTE: The PHA must not pass verification costs along to the participant.					
NOTE: In cases where the PHA cannot reliably project annual income, the PHA may elect to complete regular interim reexaminations.					

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	Any document evidencing full-time enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	Letter from doctor or other professional knowledgeable of condition
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
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

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Pay stubs w/year to date, Tax return w/w-2's
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion 	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion Evidence of job start

11.7 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS - 24 CFR 5.508 and HUD Guidebook 7465.7 Restrictions on Assistance to Noncitizens.

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

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a 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 Housing Authority will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the 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, unless they are part of an eligible family headed by a person who is not the student.

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 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.

11.8 VERIFICATION OF SOCIAL SECURITY NUMBERS - 24 CFR 5.216(a)

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the 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 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.

11.9 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 only those elements reported to have changed.

11.10 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 age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member is added or when a member did not have a Social Security number at admission and 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.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

12.1 FAMILY CHOICE

At admission and each year thereafter during re-examination or re-examination anniversary date, each family is given the choice or may request to have their rent determined under the 30% of income formula method or set at the flat rent amount.

- A. Families choosing the flat rent method will only be required to go through the income reexamination process every three years. Applicable community service requirements must be verified yearly within sixty (60) to thirty (30) days prior to the family's re-examination anniversary date and within thirty (30) days of the expiration of the term of the lease, if the re-examination and lease expiration dates differ, regardless that the family's may be on a three (3) year re-examination schedule.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

12.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

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

The family will pay the greater of the total tenant payment or the minimum rent of \$00.00, but never more than the Flat rent.

In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month disallowance period described in

that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

12.3 MINIMUM RENT

Minimum Rent = \$00.00

If the minimum rent is \$1.00 or more then the following will apply: If the family requests a hardship exemption, the Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
 - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

12.4 THE FLAT RENT

The 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 condition, amenities, services, and neighborhood. The 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 periodically and adjustments applied. Affected families will be given a 30-day notice of any flat rent change affecting the amount of rent the family pays. At the sole discretion of the Housing Authority, adjustments may be applied on the re-examination anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The Housing Authority will post the flat rents at each of its offices and are incorporated in this policy upon approval by the Board of Commissioners. See appendix 2, or current Flat Rent amounts.

12.5 CEILING RENT:

The Housing Authority has no ceiling rents.

12.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE - "MIXED FAMILIES"

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

- 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 Housing Authority will grant each family a period of six (6) months to find suitable affordable housing. If the family can verify that after diligent efforts it cannot find suitable affordable housing, the 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%.

For "Mixed Families" assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Housing Authority. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.

- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

12.7 UTILITY ALLOWANCE

The Housing Authority has established a utility allowance for all units with tenant-paid utilities. The allowance is based on a reasonable consumption of utilities by an energy-conservative household (by bedroom size) of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In adjusting the allowance, the 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 periodically as well as any time utility rates change by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the 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 or other changes shall be effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact their utility provider for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs or it can assist the family in identifying ways they can reduce their costs.

12.8 PAYING RENT

Rent and other charges are due and payable on the first day of the month and must be received within five (5) working days. All non-delinquent rents must be paid by mail addressed to: The Housing Authority of the City of Riverbank, P.O. Box 580149, Modesto, California 95358-0004. Reasonable accommodations for this requirement will be made for persons with disabilities or elderly persons. As a safety measure, cash should never be mailed as payment.

Residents who fail to pay rent on or before the fifth working day shall be subject to the following:

- 1. The Housing Authority assessing the resident a 14- Day Notice charge of **\$20.00**. The charge may be waived by the Housing Authority under the following conditions:
 - A. The resident has provided written verification and has received an approved "Extended Payment Agreement", from Management, prior to the fifth working day of the month for emergency reasons affecting the residents ability to timely pay rent.

An "Emergency" is: an unforeseen circumstance or event that cannot reasonably be expected to be ignored. An emergency may include, but not be limited to:

- A death in the family, where the resident has incurred expenses in excess of one month's rent and utility bills .
- Medical expenses not ordinarily covered by the resident's health coverage in excess of one month's rent and utility bills.
- Auto repair expenses in excess of one month's rent and utility bills, when the family owns only one auto and the auto is the only means to commute to work, school, doctor, or daycare on a regular basis.

The 14-Day notice shall be served on the resident by first class mail. The Authority will accept, by mail only, less than the full amount of unpaid rent during the initial eleven (11) days of the fourteen day period. The notice shall not be considered 'cured' if less than the full amount of rent owing has been paid.

If rent remains unpaid on the eleventh (11) day of the 14-Day Notice period, the Authority shall serve a Three-Day Notice To Pay Rent or Quit. A **\$20.00** service fee will be assessed against the resident's account. The Three-Day Notice must be served as follows:

- A. serviced personally to each adult family member; or
- B. handed personally to an adult family member (18 years or older) and a copy mailed by first-class mail to each adult family member not personally served; or
- C. if no one is home, the notice will be posted on the front door of the unit and a copy mailed by first class mail to each adult member of the household; or

Upon the issuance of a Three-Day Notice and within the legal period provided, only the full amount of rent will be accepted by the Housing Authority. The delinquent rent must be paid in person by cash or money order at the Authority's Central Office located at 3309 Stanislaus Street, Riverbank, CA. Residents who fail to pay at the central office as required shall be charged any fees incurred by the Housing Authority in the preparation or filing of any legal papers or actions that subsequently may be dropped, if resident's payment was mailed within the three day notice period. After the expiration of the Three-Day Notice period, the Housing Authority may refuse to accept rent and proceed with further legal action.

Residents who receive four (4) 14-Day Notice assessments, returned check charges or Three-Day Notice service charges or any combination thereof, within a six-month period shall be provided an opportunity to attend a Housing Authority provided personal finance and budgeting training course. Residents who fail to participate shall be advised in writing that legal action may be commenced upon their receipt of a fourth late charge.

Residents who successfully complete the training course shall have their records cleared, except for late charges incurred which will remain due and payable, of their previous four late rent payment infractions. If, however, a resident who has participated in the budgeting training course receives two subsequent charges within six (6) months (ADD), that resident family will be blocked from retaking the training and legal action may be commenced on the third subsequent charge.

If the rent payment that the family submitted was a check that was returned from the bank, the family will receive notification from the Housing Authority that the check was returned and the resident has three (3) days to come to the central office to redeem the check by cash or money order and a 14 Day or 3 Day Notice of Termination of Lease will be attached to the notification since their rent is now delinquent. In cases with a 14 day notice, if the returned check is not redeemed within the 3 days, the check will be added back into the family's account. In cases with a 3 day notice, the Authority may commence legal action to recover possession of the premises. Upon receipt of a third returned check, the resident will be notified that they will no longer be allowed to pay their rent by mail, and must pay their rent at the central office in cash or money order. A **\$20.00** service fee will be assessed against the resident's account for the processing of the returned check.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE:

13.1 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) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are determined exempt from this requirement.

13.2 EXEMPTIONS

The following resident, adult family members may be exempt from this requirement if their exemption can be documented by the family and verified by the Housing Authority.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity as defined under part A, title IV, of the Social Security Act
- 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 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

13.3 NOTIFICATION OF THE REQUIREMENT

In all resident annual re-examination notifications for re-exams beginning on October 1, 2003, Housing Authority staff shall notify each affected family that during their upcoming re-exam, Authority staff will identify and or verify compliance with, as applicable, all adult exempt and non-exempt family members for purposes of the family meeting its community service requirements.

The notification will explain the family's responsibility to provide verification for all non-exempt adult family member's compliance with the community service

requirement, to verify continued exempt status for those previously granted exempt status, and the verification of any changes in any family member status. The Housing Authority shall verify such claims.

The notification will further advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/2003. For family's 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 all residents that their failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

Initially, the Housing Authority will conduct training and educational meetings focused on the program and it's requirements for all affected families.

13.4 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 in which the complex is located. Because of the diversity (urban-rural-scattered sites etc)of our complexes, the communities in which they are located, and the availability of placement opportunities, the "community in which the complex is located" shall be defined as the complex and the geographic areas around it sufficient to allow for the resident to find and retain placement.

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 (including, but not limited to such programs as substance abuse or mental health treatment).

The Housing Authority will coordinate with social service agencies, local schools, the Human Resources Office, and other agencies in identifying a list of volunteer community service positions. Lists will be made available to all residents.

The Housing Authority will create volunteer positions such as coordinating and record keeping for resident volunteers and other clerical positions for resident volunteers.

13.5 THE PROCESS

At the first annual reexamination on or after October 1, 2003, and each annual reexamination thereafter, the Housing Authority will do the following:

- A. Provide the family a list of volunteer opportunities.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet for every non-exempt family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each 8 hour volunteer period. The supervisor will attach a business card to the sheet.
- D. Refer family members to a Community Services Center where a volunteer coordinator may assist the family members in identifying appropriate volunteer

positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance. Volunteer coordinators will be located and supervised at each of the Authority's Community Services Centers.

While the Housing Authority will provide support services to volunteers, it in no way assumes responsibility for nor guarantees the placement of nor can guarantee the meeting of any family member's Community Services requirements. This responsibility remains fully with the family.

- E. Sixty (60) days before the family's next lease anniversary date, the volunteer coordinator will update the volunteer's file, document compliance or non-compliance, and advise the Resident Initiatives Program Manager (RIPM). The RIPM will forward a signed certification of program compliance or executed agreement to cure non-compliance to the resident volunteer's Occupancy Specialist.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The 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 be terminated.

13.7 OPPORTUNITY FOR CURE

The 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 or community service program for as many hours as needed to fulfill the time 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 the current's year's community service requirement. In all such agreements, the first 96 hours a resident earns will be credited toward the current's year's community service requirement with all additional hours credited to the amount owed for the previous year.

The volunteer 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 by more than three (3) hours over a three (3) month period, the Housing Authority shall take action to terminate the lease.

14.0 RECERTIFICATIONS

At least annually, the Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, (2) whether the family is housed in the correct unit size and (3) if the family remains eligible for continued occupancy.

14.1 GENERAL

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

During the reexamination appointment, the 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.

14.2 MISSED APPOINTMENTS

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

14.3 FLAT RENTS

Each year prior to their anniversary date, The Housing Authority will send a reexamination letter to the family offering the choice between a flat or a formula rent and scheduling an appointment. The opportunity to select the flat rent is available only at this time. At the appointment, the Housing Authority may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Housing Authority representative, they may make the selection on the form and return the form, by the specified date, to the Housing Authority. The family must still meet any community services requirements as indicated below. If the family signs and returns the Flat Rent letter with no changes in family composition and has submitted documentation that it has fulfilled its community service requirements, the Housing Authority will cancel the appointment. If any of the above criteria is not met and/or a change in family composition or a change in circumstance exempting a family member from previously required community service requirements, the appointment must be kept by the family.

The annual letter to families paying a flat rent regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories 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, rather than the annual review they otherwise would undergo.
- E. The status of the family's community service requirement(s) in regards to which family members are required to do community service and which family members are exempt and the documented amount of hours of community service that have been fulfilled with a signed certification by the family that failure to comply with the Community Service requirement will result in non-renewal of their lease.
- F. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 - 1. The family's income has decreased.
 - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- 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.
- I. For those families with non-exempt community services members, the letter will advise the family that all non-exempt family members must meet with their volunteer coordinator or Community Services Center staff within the 60 day period provided to verify compliance with community service requirements and that failure to do so will result in program termination.

14.4 THE FORMULA 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 HUD and other required consent forms. Failure to provide full and complete requested information or failure to sign the required forms will result in a cancellation of their lease.

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

The total tenant payment is equal to the highest of:

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

The family will pay the greater of the total tenant payment or the minimum rent (if applicable), but never more than the flat rent.

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days advance 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.

14.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified unless the interim reexamination is within 3 months of the family's anniversary date and then a full reexamination will be conducted.

Families will not be required to report any decreases in allowable expenses between annual reexaminations.

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

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Any change in household income (for formula based rent families only)
- D. Any change in household income that may cause the family to be over the allowable income limit as yearly set by HUD.
- E. Any change in any family member(s) community services status (exempt or non-exempt). These changes must be reported to your eligibility worker.

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 family 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 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, the family 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, a new lease will be sign with their name added. At the same time, if the family's rent is being determined under the formula 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 paragraph 14.8, below.

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 Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

14.7 SPECIAL REEXAMINATIONS

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

14.8 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 date of the 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.

14.9 RETRO RENT

Retro rent occurs when it is found that the tenant misrepresented the facts upon which the rent is based so that the rent the tenant is paying is less than the rent that he/she should have been charged by not reporting an increase in income within the ten (10) days that it is required to report the change.

The amount of retro rent is calculated by calculating the amount the rent that should have been charged if properly and timely reported and subtracting this amount from the amount of rent the family was actually charged and then multiplying the number of months that the higher rent would have been increased.

The family should be counseled regarding this violation of policy after their first charge of retro rent and be required to sign a counseling form. If the non-reporting of an increase in income occurs again, the family's lease will be cancelled.

15.0 UNIT TRANSFERS

15.1 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 Housing Authority's deconcentration goal(s).
- F. To facilitate and encourage family "Self Sufficiency" efforts.
- G. To eliminate vacancy loss and other expense due to unnecessary transfers.

15.2 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 crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

These transfers can be initiated by either the resident or Housing Authority. When requested by the resident for safety reasons, the request must be substantiated by written documentation that an event has occurred and will continue to occur that poses a safety risk of bodily injury to a family or its member/s. The continuing safety risk must be of such a nature as to preclude other remedies not involving a transfer. For example, a wife who is being abused by a husband must first seek to remedy the situation by obtaining a restraining order and enforcing its provisions before she is eligible for a transfer.

- A. If the condition continues, the wife would be eligible for transfer to the next transfer available unit upon her documented verification of enforcement.
- B. Housing Authority staff must document all mitigating remedies when a transfer is delayed or denied due to mitigating conditions.

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. These transfers are initiated by the Housing Authority.

Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Housing Authority occupancy goals, to facilitate and encourage family "Self Sufficiency" efforts, to comply with 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 Housing Authority when a transfer is the only or best way of solving a serious problem. These transfers can be initiated by either the resident or Housing Authority.

15.3 DOCUMENTATION

When the transfer is at the request of the family, the family will be required to provide third party verification of the need for the transfer and of it's meeting any other requirements for the particular category of transfer.

15.4 INCENTIVE OR RESIDENT INITIATED 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 living in developments requiring lawn and yard maintenance, where the family is unable to perform such maintenance because of age, handicap, or disability will be given the opportunity to transfer to a development where such service is provided by the Housing Authority.

All families with transfer requests initiated by the resident or those transfers initiated by the Housing Authority as "Incentive" transfers will comply with the following eligibility criteria, prior to the transfer being approved. The resident family must:

- A. Have been a tenant for one (1) year (six months if the family's current residency was initiated under the deconcentration policy);
- 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 (Incentive Transfer only, waived if the family income is above the 50% area medium);
- 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 which ever is less;
- D. The family is current in the payment of all charges owed the 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.

15.5 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in Categories 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 3.

Transfers in category C will be housed along with applicants for admission at a ratio of one transfer for every seven admissions. The transfer ratio may be modified by the Housing Authority as need arises. Situations such as meeting "Income Targeting" goals, excessive move-outs or similar circumstances will be used in determining ratio adjustments. The following preferences will apply within this category C transfers:

- 1. Income Targeting transfers.

2. Transfers when the family is under housed. All transfers in this category shall be accomplished in descending order with the family most severely under housed for which there is an available unit, transferred first.
3. Transfers when the family is over housed. All transfers in this category shall be accomplished in descending order with the family most over housed for which there is an available unit, transferred first.
4. Transfers for non-severe medical reasons. (The determination of a non-severe medical condition shall be determined and documented in writing by the resident's Doctor)
5. Transfers due to excessive distance - A request for a transfer due to distance from work, doctor, day care or school may be submitted by a resident. To qualify, a resident must live at least 15 miles (one way) from the location to which they commute; commute to that location at least three times a week on a regular basis for an expected long duration of time; and live where no regular public transportation is available that is compatible with the resident's schedule.
6. Transfers due to inability to comply with lawn and yard maintenance requirements.
7. Other types of transfers properly categorized by this class of transfer.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay or make arrangements to 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 that may exceed the seven (7) day period when they have possession of both.

Rejection of a transfer offer:

- 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 initiated by the Housing Authority and the family rejects two offers without good cause, the Housing Authority will take action to terminate their tenancy.
- C. If the transfer is being made at the family's request and the rejected offer provided 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. After turning down a second such offer that does not include deconcentration incentives, without good cause, the family's name will be removed from the transfer list.

15.6 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 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 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.

15.7 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 Housing Authority . This means the family must be in compliance with their lease, current in all payments to the Housing Authority, must have lived in their current unit for a one (1) year period (six months in some circumstances), and must pass a housekeeping inspection.

15.8 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form and providing any necessary verifications. In considering the request, the Housing Authority may hold a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The 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 Housing Authority will grant or deny the transfer request in writing within ten (10) business days of receiving the request and all required verification 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.

15.9 RIGHT OF THE 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 to refuse to transfer.

16.0 INSPECTIONS

An authorized representative of the Housing Authority and the head of household and or co-head 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 Housing Authority's file and a copy given to the family member. An authorized Housing Authority representative and the head of household and or co-head 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 Housing Authority damages to the unit.

16.1 MOVE-IN INSPECTIONS

The Housing Authority and the head of household and or co-head will inspect the unit prior to occupancy of the unit. 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.

16.2 ANNUAL INSPECTIONS

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

16.3 PREVENTATIVE MAINTENANCE INSPECTIONS

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.

16.4 SPECIAL INSPECTIONS

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

16.5 HOUSEKEEPING INSPECTIONS

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

16.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Housing Authority will give the tenant a minimum of two (2) days written notice.

16.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the 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, the name, title and phone number of the person(s) who entered and the reason why it was necessary to enter the unit.

16.8 MOVE-OUT INSPECTIONS

The 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.

17.0 PET POLICY

17.1 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, to refrain from disturbing their neighbors, and to refrain from damaging the unit.

17.2 PETS IN PUBLIC HOUSING DEVELOPMENTS

When final HUD regulations on pet ownership are issued and when a resident has complied with the following Housing Authority pet ownership conditions, the Housing Authority will allow for ownership of pets by any resident family and elderly and/or disabled families.

17.3 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 and all terms complied with before the Housing Authority will approve the request. In addition, the resident shall have a history of behavior which would tend to indicate that they are likely to comply with the additional rules and regulations associated with the keeping of pets.

17.4 TYPES OF PETS

The Housing Authority will allow only domesticated dogs, cats, birds, fish, rodents, turtles, and other animals allowed by law or ordinance in units. All dogs and cats must be neutered and or spayed.

The animal(s) shall be of a size and temperament so as to not pose an unreasonable threat of property damage or threat to the health or safety of neighbors or Housing Authority employees due to viciousness or improper control of animal waste. Any animal deemed to be "aggressive or territorial" or potentially harmful to the health or safety of others (including other pets) including attack or fight trained dogs, or prohibited by law or ordinance will not be allowed. Determinations on the "aggressive or territorial" or potentially harmful nature of a pet will be made according to established data bases on "pet temperament" such as Cyberpet and PetSmart data bases. In all cases where a proposed pet has been disapproved because of incompatible temperament, a copy of the data base "print-out" indicating the incompatibility will be provided to the resident and a copy, along with all other relevant information relating to the request, will be maintained in the resident's file.

For all requests for dogs, the resident must provide written documentation from a Vet or other competent professional of the dog's breed or breed mixture. In cases where

the breed of the proposed dog is "mixed", residents will be responsible to provide the Housing Authority with a written determination from a Vet or other competent professional identifying the various "breeds" of the dog. The various breeds will then be compared to the databases. An "aggressive or territorial" or potentially harmful result for any of the dog's breeds will result in the denial of the request.

No animal may exceed thirty (30) pounds in weight.

17.5 INOCULATIONS, LICENCING, AND PET IDENTIFICATION

In order to be authorized, pets, as applicable, must be appropriately licensed and inoculated against rabies, distemper, parvo shots and other conditions prescribed by local ordinances.

Residents must provide a color photograph of the animal(s).

Pet owners shall be required to attach copies of licensing documents, immunization certifications, breed identification documentation, and proof of spaying/neutering to the application form at the time they seek approval from the Housing Authority to keep a pet.

17.6 HUMANE CONFINEMENT

The dwelling unit shall have adequate amenities, such as a yard and sufficient fencing, to allow proper humane confinement of the animal(s) and to prevent the disturbance of neighbors. In projects where no fences exist, the animal(s) shall be of a size and temperament so as to be able to be properly confined to the interior of the unit.

17.7 PET DEPOSIT

A pet deposit of \$25 - 200.00 is required at the time of registering a pet. The deposit varies, depending on the pet selected, the unit, and the amenities of the unit, like carpeting. The deposit is refundable when the or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

17.8 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 Housing Authority reserves the right to exterminate and charge the resident.

17.9 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 family's unit and surrounding areas.

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

17.10 DESIGNATION OF PET AREAS

For complexes where no exterior, individual yard fences are provided. Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be constructed). In some complexes, pets will be allowed only in designated

areas. Pet owners must clean up after their pets and are responsible for disposing of pet waste .

17.11 VISITING PETS

Pet visitation is not allowed.

17.12 RESIDENT ABSENCES FROM THE PREMISES

When absent from the unit, families with dogs or cats shall be responsible for the housing of their pet(s) somewhere other than on the premises overnight or for longer periods. Families with pets shall have a standing arrangement, on file, with the Housing Authority providing for the care of pet(s) in the event that the family must leave their unit on an emergency basis. The arrangement will specify who will be responsible for assuring compliance with this provision.

17.13 REMOVAL OF PETS

The 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, a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located, or if the pet causes damage to the premises.

18.0 REPAYMENT AGREEMENTS

When a resident owes the Housing Authority charges or rent and is unable to pay the balance by the due date for emergency reasons, the resident may request that the Housing Authority allow an "Extended Payment Agreement". The Housing Authority will approve or reject such an agreement based on the Housing Authority's Collections Policy. All Extended Payment Agreements must assure that the full payment is made within the period provided. All Extended Payment Agreements must be in writing and signed by both parties. Failure to comply with Extended Payment Agreement terms will subject the Resident to eviction procedures.

19.0 TERMINATION

19.1 TERMINATION BY TENANT

The tenant may terminate the lease at any time upon submitting a 30-day written notice. The notice must be submitted at the Housing Authority's Central Office located at 3309 Stanislaus Street, Riverbank, CA. 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. If the resident vacates without giving notice or fails to deliver possession of the premises to Management, rent and resident's liability for the unit will continue until Management finds the unit vacant and takes possession. If the tenant cannot vacate the unit within the 30 day written notice period, the tenant will notify the Housing Authority and receive a maximum of 2 weeks extension. If the tenant still needs additional time to vacate the unit, a new 30 day written vacate notice will need to be submitted.

19.2 TERMINATION BY THE HOUSING AUTHORITY

The Housing Authority after 10/1/2003 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement

to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

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

- A. Nonpayment of rent or other charges;
- B. Habitually delinquent - 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 decent, 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 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;
- M. Management's discovery that RESIDENT or a household member is a registered sex offender;
- N. Engaging in alcohol or drug abuse, or any other activity that Management determines interferes with the health, safety, or right to peaceful enjoyment of other dwelling units;
- O. Resident or a member of the household is fleeing to avoid prosecution, custody, or confinement for a crime or attempt to commit a crime that is a felony;
- P. Resident or a member of the household is in violation of a condition of probation or parole imposed according to law; and
- Q. Resident, member(s) of the household or guest/visitor acting or speaking in an abusive or threatening manner towards Housing Authority staff.
- R. Other good cause.

19.3 ABANDONMENT

The Housing Authority will consider a unit to be abandoned when a resident has both fallen behind in rent for a minimum of 14 days AND has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, a Housing Authority representative may enter the unit and remove any abandoned property. The property will be stored in a reasonably secure place or it will remain in the unit, at the option of the Housing Authority. A notice will be mailed to the resident's address (so it can be forwarded by the post office) and to all known persons listed in the resident's application or file who may have knowledge of the resident's whereabouts. The notice will state where the property is being stored and when it will be sold or disposed of.

If the total value of the property is estimated at less than \$300.00, the Housing Authority will mail a notice of the disposition to the resident and then wait 18 days. Family pictures, keepsakes, and personal papers cannot be disposed of until 18 days after the Housing Authority mails the notice of abandonment.

If the estimated value of the property is more than \$300.00, the Housing Authority will mail a notice of the sale or disposition to the resident and then wait 18 days before sale or disposition. Personal papers, family pictures, and keepsakes can be sold or disposed of at the same time as other property.

If the personal property valued at more than \$300.00 and described in the notice is not released to the resident, it shall be sold at public sale by competitive bidding. Notice of the time and place of the public sale shall be given by publication pursuant to Section 6066 of the Government Code in a newspaper of general circulation published in the county where the sale is to be held. The last publication shall be not less than five days before the sale is to be held. The notice of the sale shall not be published before the last of the dates specified for taking possession of the property in any notice given pursuant to Section 1983. The notice of the sale shall describe the property to be sold in a manner reasonably adequate to permit the owner of the property to identify it. Any money raised by the sale of the property goes to cover money owed by the family to the Housing Authority such as back rent and the cost of storing and selling the goods. If there is any money left over and the family's forwarding address is known the Housing Authority will mail it to the family. If the family's address is not known, the Housing Authority will keep it for the resident for one year. If it is not claimed within that time, it belongs to the Housing Authority .

Within 21 days of learning of an abandonment, the Housing Authority will either return the deposit or provide a statement of why the deposit is being kept.

19.4 RETURN OF SECURITY DEPOSIT

After a family moves out or no longer owns a pet for which a security deposit was paid, the Housing Authority will return the security deposit within 21 days or 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.

The 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 21 days.

20.0 FAMILY SELF SUFFICIENCY, IDA, AND HOME OWNERSHIP OPPORTUNITIES (RESERVED)

21.0 PROGRAM INTEGRITY

This section outlines the Housing Authority policies for the prevention, detection and investigation of program abuse and fraud.

Under no circumstances will the Housing Authority undertake an inquiry or an audit of a participating family arbitrarily. The Housing Authority's expectation is that participating families will comply with HUD requirements and other program rules. The Housing Authority staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, the Housing Authority has a responsibility to HUD, to the community and to eligible families in need of housing assistance, to monitor participants for compliance and, when indications of abuse come to the Housing Authority's attention, to investigate such claims.

The Housing Authority will initiate an investigation only in the event of one or more of the following circumstances:

- 21.1 **Referrals, Complaints, or Tips.** The Housing Authority will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a participant is in non-compliance with, or otherwise violating any obligations or program rules. Such follow-up will be made providing that the referral contains at least one item or information that is independently verifiable. A copy of the allegation will be retained in the participant's file.
- 21.2 **Internal File Review.** A follow-up will be made if the Housing Authority staff discovers (as a function of a certification or recertification, an interim re-determination, or a quality control review) information or facts which conflict with previous file data, the Housing Authority's knowledge of the participant(s), or is discordant with statements made by the participant(s).
- 21.3 **Verification of Documentation.** A follow-up will be made if the Housing Authority receives independent verification or documentation which conflicts with representations in the participants' file (such as public record information or credit bureau reports, reports from other agencies).
- 21.4 **Prevention of Program Abuse and Fraud**

The Housing Authority will utilize the following methods and practices to educate families on their responsibilities and minimize program abuse, non-compliance, and willful violations of program rules by applicants and participating families.

1. **Things You Should Know.** This program integrity bulletin (created by HUD's Inspector General) will be furnished and explained to all applicants to promote understanding of program rules, and to clarify the Housing Authority's expectations for cooperation and compliance.
2. **Program Orientation Session.** Mandatory orientation sessions will be conducted by the Housing Authority staff for all prospective participants. At the conclusion of all Program Orientation Sessions, the participants will be required to sign a "Family Obligations Form" to confirm that all rules and pertinent regulations were explained to them.
3. **Resident Counseling.** The Housing Authority will routinely provide participant counseling as a part of every recertification interview in order to clarify any confusion pertaining to program rules and requirements.

4. **Review and Explanation of Forms.** Staff will explain all required forms and review the contents of all (re)certification documents prior to signature.
5. **Use of Instructive Signs and Warnings.** Instructive signs will be conspicuously posted in common areas and interview areas to reinforce compliance with program rules and to warn about penalties for fraud and abuse.
6. **Participant Certification.** All family representatives will be required to sign a "Family Obligations/Causes for Denial or Termination of Participation Certification" form.

21.5 Detection of Program Abuse and Fraud

The Housing Authority staff will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families.

1. Quality Control Files Reviews

Prior to initial certification, and at the completion of all subsequent re-certifications, 3% of files will be reviewed. Such reviews shall include, but are not limited to:

- a) Assurance that verification of all income and deductions is present
- b) Authenticity of file documents
- c) Ratio between reported income and expenditures
- d) Review of signatures for consistency with previously signed file documents
- e) All forms are correctly dated and signed

2. Observation

The Housing Authority Staff will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in the household and unreported income.

- a) Inspection observations will be documented in the participant's file
- b) Public record Bulletins may be reviewed by Management and Staff
- c) State Wage Data Records Keepers - Inquiries to State Wage and Employment record keeping agencies may be made annually in order to detect unreported wages or unemployment benefits
- d) Credit Bureau Inquiries - Credit Bureau inquiries may be made (with proper authorization by the participant) in the following circumstances:
 1. When an allegation is received by the Housing Authority wherein unreported income sources are disclosed.
 2. When a participant's expenditures exceed his /her reported income and no plausible explanation is given.

21.6 The Housing Authority's Handling of Allegations of Possible Abuse and Fraud

The Housing Authority staff will encourage all participating families to report suspected abuse to the Housing Authority. All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented and placed in the participants file. All allegations, complaints and tips will be carefully evaluated in order to determine if they warrant follow-up. The public housing, low rent department will not follow up on allegations which are vague or otherwise non-specific. They will only review allegations which contain one or more independently verifiable facts.

1. File Review

When a review of the case file or a complaint results in an allegation of abuse or fraud, an internal file review will be conducted to determine:

- a) If the subject of the allegation is a client and to determine whether or not the information reported has been previously disclosed by the family.
- b) It will then be determined if the Housing Authority is the most appropriate authority to do a follow-up more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.

2. Conclusion of Preliminary review

If at the conclusion of the preliminary file review there is/are fact(s) contained in the allegation which conflict with the file data, and the fact(s) are independently verifiable, the low rent department will initiate an investigation to determine if the allegation is true or false.

21.7 How the Housing Authority Will Investigate Allegations of Abuse and Fraud

If the Housing Authority determines that an allegation or referral warrants follow-up, the Housing Authority will commence an investigation. The steps taken will depend upon the nature of the allegation and may include, but are not limited to, the items listed below. In all cases, the Housing Authority will secure the written authorization from the program participant for the release of income and credit information.

Sources and verification types include, but are not limited to:

1. Credit Bureau Agencies - In cases involving previously unreported income sources, a Credit Bureau inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.
2. Verification of Credit - In cases where the financial activity conflicts with file data, a *Verification of Credit* form may be mailed to the creditor in order to determine the unreported income source.
3. Employers and Ex-Employers - Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.
4. Witnesses - Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts related to the investigation.
5. Other Agencies - Investigators, case workers or representatives of other benefit agencies may be contacted.
6. Public Records - If relevant, the Housing Authority will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records and postal records.
7. Interviews with Head of Household or Family Members - The Housing Authority will discuss the allegation (or details thereof) with the Head of Household or family member by scheduling an appointment at the Housing Authority office. A high standard of courtesy and professionalism will be maintained by the Housing Authority staff person who conducts such interviews. Under no circumstances will inflammatory language, accusation, or any unprofessional conduct or language be tolerated by the management. If possible, an additional staff member will attend such interviews.

21.8 Placement of Documents, Evidence and Statements Obtained by the Housing Authority

Documents and other evidence obtained by the Housing Authority during the course of an investigation will be considered "work product" and will either be kept in the participant's file, or in a separate "work file". In either case, the participant's file

or work file will be kept in the Housing Manager's office. Such cases under review will not be discussed among Housing Authority staff unless they are involved in the process, or have information which may assist in the investigation.

21.9 Conclusion of the Housing Authority's Investigative Review

At the conclusion of the investigative review, the reviewer will report the findings to the Area Housing Manager. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

21.10 Evaluation of the Findings

If it is determined that a program violation has occurred, the Housing Authority will review the facts to determine:

1. The type of violation (procedural, non-compliance, fraud)
2. Whether the violation was intentional or unintentional
3. What amount of money, if any, is owed by the family
4. If the family is eligible for continued occupancy

21.11 Action Procedures for Violations Which Have Been Documented

Once a program violation has been documented, the Housing Authority will propose the most appropriate remedy based upon the type and severity of the violation.

1. Procedural Non-Compliance

This category applies when the family "fails to" observe a procedure or requirement of the Housing Authority, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family. Examples of non-compliance violations are: failure to appear at a pre-scheduled appointment or failure to return verification in the time period specified by the Housing Authority.

In such cases, a warning notice, as already documented in these procedures, will be sent to the family. The warning notice contains:

- a. A description of the non-compliance and the procedure, policy or obligation which was violated.
- b. The date by which the violation must be corrected, or the procedure complied with
- c. The action which will be taken by the Housing Authority if the procedure or obligation is not complied with by the date specified by the Housing Authority.
- d. The consequences of repeated (similar) violations

2. Participant fails to Comply with the Housing Authority's Notice. If the participant fails to comply with the Housing Authority's notice, and a program rule has been violated, the Housing Authority will initiate termination of assistance.

3. Participant Complies with the Housing Authority's Notice. When a family complies with the Housing Authority's notice, the staff person responsible will meet with him/her to discuss and explain the program rule which was violated. The staff person will complete a Participant Counseling Report, give one copy to the family and retain a copy in the participant's file.

4. Intentional Misrepresentations

When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in housing assistance by the Housing Authority, the Housing Authority will evaluate whether or not:

- a) the participant had knowledge that his/her actions were wrong, and
- b) the participant willfully violated the family obligations or the law.

5. Knowledge that the action or inaction was wrong.

This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. The participant's signature on various certifications is adequate to establish knowledge of wrong-doing.

6. The Participant Willfully Violated the Law. Any of the following circumstances will be considered adequate to demonstrate willful intent:

- a) An admission by the participant of the misrepresentation
- b) That the act was done repeatedly
- c) If a false name or Social Security Number was used
- d) If there were admissions to others of the illegal action or omission.
- e) That the participant omitted material facts which were known to him/her (e.g. employment of self or other household member).
- f) That the participant falsified, forged or altered documents
- g) That the participant uttered and certified to statements at an interim re-determination which were later independently verified to be false.

7. Dispositions of Cases Involving Misrepresentations

In all cases of misrepresentations involving efforts to recover monies owed, the Housing Authority may pursue, depending upon its evaluation of the criteria stated above, one or more of the following actions:

- a) Criminal Prosecution: If the Housing Authority has established criminal intent, and the case meets the criteria for prosecution, the Housing Authority will refer the case to the local State or District Attorney, notify HUD and terminate the lease.
- b) Administrative Remedies: The Housing Authority may either:
 - ü Terminate the lease and demand payment of restitution in full; or
 - ü Terminate the lease and execute an administrative repayment agreement in accordance with the Housing Authority's Repayment Policy; or
 - ü Terminate the lease and pursue restitution through civil litigation.
 - ü Continue the lease at the correct level upon repayment of restitution in full.
 - ü Permit continuation of the lease at the correct level and execute an administrative repayment agreement in accordance with the Housing Authority's repayment policy.

8. The Case Conference for Serious Violations and Misrepresentations

When the Housing Authority has established that material misrepresentation(s) have occurred, a Case Conference will be scheduled with the family representatives and

the Housing Authority staff person who is most knowledgeable about the circumstances of the case.

This conference will take place prior to any proposed action by the Housing Authority. The purpose of such conference is to review the information and evidence obtained by the Housing Authority with the participant, and to provide the participant an opportunity to explain any document findings which conflict with representations in the tenant's file. Any documents or mitigating circumstances presented by the tenant(s) will be taken into consideration by the Housing Authority. The tenant(s) will be given 14 days to furnish any mitigating evidence.

A secondary purpose of the Case Conference is to assist the Housing Authority in determining the course of action most appropriate for the case. Prior to the final determination of the proposed action, the Housing Authority will consider:

- a) The tenant(s) ability to understand the rules
- b) The tenant(s) willingness to cooperate, and to accept responsibility for his/her actions.
- c) The amount of money involved
- d) The tenant(s) past history
- e) Whether or not criminal intent has been established
- f) The number of false statements.

9. Notification to Participant of Proposed Action

The Housing Authority will notify the tenant(s) of the proposed action no later than 30 days after the Case Conference, by certified mail.

22.0 OCCUPANCY BY POLICE OFFICERS AND OVER-INCOME FAMILIES

22.1 The Housing Authority may allow police officers to reside in public housing. In so doing, the Housing Authority must follow HUD regulations and must provide for the housing of police officers in its Agency Plan. The Housing Authority may also rent units to over-income families on a month-to-month basis, in accordance with statutory requirements, if there are no eligible families applying for assistance for that month or on the "Eligible" waiting list, provided that the over-income family agrees to vacate (with at least 30 days notice) when the unit is needed for an income-eligible family. Prior to renting to over-income families, the Housing Authority will advertise the availability of units for a 30 day period in a local newspaper.

GLOSSARY

50058 Form: The HUD form that Housing Authorities are required to have completed 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.)

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))

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)

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).

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 the Secretary with adjustments for smaller and larger families.

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 formula 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.

Formula 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.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

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.

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).

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 the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

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.

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))

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.

Person with Disabilities: A person who:

- A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

- B. Is determined, pursuant to regulations issued by the Secretary, 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 such ability could be improved by more suitable housing conditions, or
- C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:
- "Severe chronic disability that:
1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 2. Is manifested before the person attains age 22;
 3. Is likely to continue indefinitely;
 4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
 5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

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. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

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 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 or Reexamination: 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.)

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)

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)

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.

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.

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 the 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: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

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
DSS	Department of Social Services
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
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

Flat Rents

	1	2	3
1 bdr	340	340	340
2 bdr		475	475
3 bdr		575	
4 bdr		625	

PUBLIC HOUSING 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 Housing Authority of the City of Riverbank'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 Housing Authority of the City of Riverbank or to class grievances. The Housing Authority of the City of Riverbank will notify any resident of his/her right to request a grievance hearing at anytime the particular resident is alleged to have violated the rules and or regulations that are covered under the grievance policy.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the Housing Authority of the City of Riverbank 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 Housing Authority of the City

of Riverbank 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 Housing Authority of the City of Riverbank 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, either orally or in writing, to the Housing Authority of the City of Riverbank 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 within fourteen (14) 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 Housing Authority of the City of Riverbank other than a person who made or approved the action under review or a subordinate of such person.

The Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank'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 Housing Authority of the City of Riverbank'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 Housing Authority of the City of Riverbank claims is due, the resident shall pay to the Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank's disposition of his grievance in any appropriate judicial proceeding.

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 Housing Authority of the City of Riverbank. 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 Housing Authority of the City of Riverbank does not make the document available for examination upon request by the resident, the Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

In addition to other rights contained in this procedure, the Housing Authority has a right to:

- A. Present Evidence and any information pertinent to the issue of the hearing;
- B. Be notified if the family intends to be represented by legal counsel, advocate, or another party;
- C. Examine and copy any documents to be used by the family prior to the hearing;
- D. Have its attorney present; and
- E. Have staff persons and other witnesses familiar with the case present.

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 Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank 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 a reasonable time period after the hearing. A copy of the decision shall be sent to the resident and the Housing Authority of the City of Riverbank. 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 Housing Authority of the City of Riverbank 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 Housing Authority of the City of Riverbank who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Housing Authority of the City of Riverbank's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern the Housing Authority of the City of Riverbank's 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 Housing Authority of the City of Riverbank 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.

Attachment ca017m05
Voluntary Conversion of Public Housing
Initial Assessment

1. **How many of the PHA's Developments are subject to the initial assessment?**
The PHA has one development subject to this assessment.
2. **How many of the PHA's developments are not subject to the required initial assessments based on exemptions?** The PHA has two development not subject to this assessment.
3. **How many assessments were conducted for the PHA's covered developments?** One assessment was conducted for the only covered development.
4. **Identify PHA developments that may be appropriate for conversion.** No PHA development was determined to meet the criteria as being "appropriate for conversion".

The PHA of the City of Riverbank therefore certifies to the following:

The **PHA of the City of Riverbank therefore certifies** that it has reviewed each of its development operations as public housing; considered the implications of converting the public housing to tenant based assistance; and concluded that conversion of the development is : **Inappropriate** because removal of the development would not meet the necessary conditions for voluntary conversion described at §972.200(c).

LEGAL NOTICE
PUBLIC HEARING

THE HOUSING AUTHORITY OF THE CITY OF RIVERBANK

NOTICE IS HEREBY GIVEN that the Housing Authority of the City of Riverbank will make available for public inspection the PHA's Plan for its Five Year and Annual Plan. The Plan covers Fiscal Years 2005 through 2009. The new Plan and other documents can be reviewed at the following locations beginning on February 21, 2005:

The City of Riverbank
6707 3rd Street
Riverbank, CA 95367

Riverbank Branch Library
3442 Santa Fe Avenue
Riverbank, CA 95367

The Housing Authority of the City of Riverbank
3309 Stanislaus Street
Riverbank, CA 95367

The purpose of this Notice is to receive public comment and fulfill the federal requirements for review of this document. On the final day of the review period, a public meeting and a public hearing will be held to receive comment on April 7, 2005, at 9:00 AM at the following location:

Housing Authority of the City of Riverbank
3309 Stanislaus Street
Riverbank, CA 95367

Any and all persons having any comments on this document will be afforded an opportunity to state their comments. Written comments can be addressed to:

Housing Authority of the City of Riverbank
% A.R. Chubon
Riverbank Annual Plan
P.O Box 695
Riverbank, CA 95367

Attachment CA017105

PHA Consideration of RAB Comments

1. The PHA incorporated all RAB items into the current plan.

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
(exp 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Riverbank

PHA Number: CA-017

PHA Fiscal Year Beginning: July 2005

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units:
 Number of S8 units:
 Number of public housing units:
 Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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 the City of Riverbank
- Main administrative office of the County of Stanislaus
- Main administrative office of the State government
- Riverbank Public Library
- PHA website
- Other (list below)
 Main Office of the Housing Authority of the County of Stanislaus

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)
Main Office of the Housing Authority of the County of Stanislaus

Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

A. Mission

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

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

B. Goals

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

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

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

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
 1. Maintain the Authority's High Performance Status in PHAS
 2. Operate the Authority's Public Housing Program in an effective, efficient and fiscally responsible manner to insure that the Authority remains in a high quality condition with high curb appeal

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:

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

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

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

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLL a, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The Housing Authority of the City of Riverbank has prepared our Agency Plan in compliance with Section 511 of the Quality Housing and Work responsibility Act (QHWRA) of 1998 and the ensuing HUD requirements. The Plan describes the Housing Authority, its mission and strategy for addressing needs of low-income and very low-income families in Riverbank.

The Housing Authority of the City of Riverbank shares an Executive Director and staff with the Housing Authority of the County of Stanislaus. Both Housing Authorities are public agencies as defined in the United States Housing Act of 1937, as amended, and in 24 C.F.R. Chapter V111. Both agencies have been organized under Section 31000, et a seq., of the California Health and safety Code.

The primary objective of the Housing Authority of the City of Riverbank is to provide decent, safe and sanitary housing to low income families at an affordable price. Our mission is to provide this housing within an environment that fosters the advancement of low-income families from a position of dependency to one of self-sufficiency.

The Housing Authority has the responsibility for planning, financing, constructing, purchasing and managing properties using a variety of affordable housing programs. As the manager of rental properties, the Housing Authority performs all the functions of a private owner, including selection of residents, rent collection and property maintenance. In the City of Riverbank, the Housing Authority serves 90 households including 60 units of elderly housing and 30 units of family housing.

Federal laws establish the rent structure of the housing programs administered by the Housing Authority and require that family income be verified annually. Federal regulations also impact the selection of program participants, occupancy, lease and grievance procedures. This agency Plan deals with those policies and procedures for public housing that have been modified as a result of QHWRA.

In our Five Year Plan, the Housing Authority recognized the need for more affordable in the City of Riverbank. Our goal of developing additional affordable housing has been established to address this need. However, the absence of Article 34 referendum Authority and availability of funding, impacts the Housing Authority's ability to develop additional housing.

Information taken from the Comprehensive Housing Affordability Strategy (CHAS) Data Book was utilized for in assessing these housing needs.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	73		
Extremely low income <=30% AMI	47	64%	
Very low income (>30% but <=50% AMI)	19	26%	
Low income (>50% but <80% AMI)	7	10%	
Families with children	35	48%	
Elderly families	27	37%	
Families with Disabilities	11	15%	
Race/ethnicity: 1	35	48%	
Race/ethnicity: 1 / 2	1	1.4%	
Race/ethnicity: 1 / 3	1	1.4%	
Race/ethnicity: 4	33	45%	
Race/ethnicity: 1 / 4	2	2.7%	
Race/ethnicity: 3 / 4	1	1.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	38	52%	
2 BR	22	30%	
3 BR	11	15%	
4 BR	2	3%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply NONE

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply NONE

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

Lack of Article 34 Referendum Authority

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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 2005 grants)		
a) Public Housing Operating Fund	\$ 89,844	
b) Public Housing Capital Fund	\$121,500	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$266,740	
4. Other income (list below)		
Interest	\$9,500	
Other receipts	\$6,500	
4. Non-federal sources (list below)		
Total resources	\$494,084	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other – Credit History

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

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

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

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other – a family unit waiting list and an elderly and disabled waiting list

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

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

c. Site-Based Waiting Lists-Previous Year – ***Not Applicable***

1. Has the PHA operated one or more site-based waiting lists in the previous year? ***NO***
If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year – *Not Applicable*

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 PHA main administrative office
 All PHA development management offices

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

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

Other preferences: (select below)

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

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

- Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other Within 10 days of a change, unless the change is from a birth or adoption

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8 – Not Applicable

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 – Not Applicable

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors):

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

(2) Waiting List Organization – Not Applicable

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time – Not Applicable

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

If yes, state circumstances below:

(4) Admissions Preferences – Not Applicable

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs – Not Applicable

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

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

b. Minimum Rent

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

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

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

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

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) - **None**

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

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

For household heads

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

e. Ceiling rents

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

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

2. For which kinds of developments are ceiling rents in place? (select all that apply) - **None**

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) – **Not Applicable**

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

f. Rent re-determinations:

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

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

Other – Within 10 days of a change

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance – *Not Applicable*

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 - *Not Applicable*

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
 Other (list below)

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

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

(2) Minimum Rent – Not Applicable

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

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

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

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) – None

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization – Not Applicable

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: 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:
- e. Yes No: 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:

6. Demolition and Disposition Not Applicable

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
Not Applicable

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description – *Not Applicable*

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? ___

b. PHA-established eligibility criteria

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

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program – *Not applicable*

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.)

The Housing Authority of the City of Riverbank was successful in achieving goals established by the agency in compliance with Section 511 of the *Quality Housing and Work responsibility Act (QHWRA)*

Specific Goals and Objectives achieved include the following:

- Reduced Public Housing vacancies from the 1999 level
- Managed the City of Riverbank's Public Housing Program in an effective and efficient manner
- Achieved and maintained HUD recognition as a High Performer since July, 2001
- Achieved and maintained an occupancy rate of not less than 97%
- Maintained an average non-emergency work order response time of not more than 5 days
- Through the Capital Improvement Program, upgraded and maintained the

property in a manner that supports its high physical quality and curb appeal

- Operated the agency in a manner such that program income exceeded expenses
- Maintained operating reserves at a level of not less than 75% of its operating income

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

Sustantial deviations, significant amendments, and/or modifications are considered non-discretionary changes in the plans or policies of the Housing Authority when they fundamentally change the mission, goals, objectives, and/or plans of the agency. This manner of change normally requires formal approval from the Board of Commissioners.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

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

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

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Wilda Cress and Melody Tigner

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

Wilda Cress term expires 08/2005

Melody Tigner term expires 09/2006

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the

- Board.
 Other (explain):

Date of next term expiration of a governing board member: 08/2005

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): City Council of the City of Riverbank

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

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

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

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

(4) (Reserved)

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

10. Project-Based Voucher Program – Not Applicable

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Riverbank		Grant Type and Number Capital Fund Program Grant No: CA39P01750105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	12,150			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	9,630			
10	1460 Dwelling Structures	75,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	9,700			
21	Amount of Annual Grant: (sum of lines 2 – 20)	121,500			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of City of Riverbank		Grant Type and Number Capital Fund Program Grant No: CA3P01750105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA017-003	Kitchen Remodel (Phase Two)	1460	30	75,000				
CA017-003	Refuse Enclosure Gates	1450	30	4,815				
CA017-001	Refuse Enclosure Gates	1450	30	4,815				
PHA Wide	Administration	1410	90	12,150				
PHA Wide	A & E, Fees	1430	90	15,000				
PHA Wide	Contingency	1502	90	9,720				

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority City of Riverbank		Grant Type and Number Capital Fund Program No: CA39P01750105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA017-001	09/07/07			09/07/09			
CA017-003	09/07/07			09/07/09			
PHA Wide	09/07/07			09/07/09			

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name: Housing Authority City of Riverbank			<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
	Annual Statement				
CA017-001			Water Main Valves	Alley Fencing	Install Arbors at Courtyards
CA017-003		Install Carpet (Phase 1)	Install Carpet (Phase 2)	Alley Fencing	Install Call-For-Aide Sys
CA017-003		Replace Windows	Water Valves		
CA017-003			Rear Exterior Doors		
CA017-003			Replace A/C Units		
PHA Wide		Administration	Administration	Administration	Administration
PHA Wide		Fees and Costs	Fees and Costs	Fees and Costs	Fees and Costs
PHA Wide		Contingency	Contingency	Contingency	Contingency
Total CFP Funds (Est.)		121,500	121,500	121,500	121,500
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

