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APPENDIX 1

SAMPLE OUTLINE: ADMISSIONS AND OCCUPANCY POLICY

SAMPLE OUTLINE: ADMISSIONS AND OCCUPANCY POLICY
This is a sample outline for an IHA's Admissions and Occupancy Policy.

1. IHA GOALS AND OBJECTIVES

II. APPLICATION AND ELIGIBILITY (See Chapter 2 of this guidebook)

   A. Eligibility
      o Describe eligibility criteria
      o Attach copy of income limits

   B. Application Procedures
      o Describe intake procedures:
         . how the program will be announced,
         . where applications will be taken (for example: in one central location, accommodations for elderly/disabled, etc.),
         . when applications will be accepted (for example: on a continuing basis, for a limited time, only during certain hours, etc.),
         . the method of application (for example: in-person, by mail, using interviews, etc.).

III. TENANT SELECTION AND SCREENING (See Chapter 2 of this guidebook)

   A. Waiting List Procedures
      o Describe waiting list procedures including:
         . policy on opening and closing the waiting list,
         . policy on updating and purging the waiting list,
         . selecting from the waiting list.

   B. Preferences (if applicable)
      o Describe how the federal preferences will be implemented, including whether federal preferences will be ranked, aggregated or treated equally.

         -- SAMPLE --
         Appendix 1

         A-1.1
      o Describe any local established preferences and how they will be used to: (1) select among households without a federal preference, and (2) rank federal preference holders. (Examples of local preferences include local residency and special needs populations.)

      o Describe any tribal preferences.

   C. Screening Policies
Describe the screening criteria that will result in rejection of applicants, for example:

- unsatisfactory previous landlord references,
- money owed to the IHA,
- evidence of criminal activity,
- unsatisfactory credit.

For homeownership programs, describe how the IHA will determine whether the applicant has the financial capacity to assume homeownership capabilities and the ability to perform maintenance functions.

Describe the process that will be used for screening applicants and any appeals process.

D. Occupancy Standards

Describe the occupancy standards that will be applied to determine the number of bedrooms for which applicants qualify; for example, generally requiring two persons per bedroom.

Describe any exceptions or clarifications of the basic occupancy standards, for example:

- children of the opposite sex above the age of six will not be required to share the same bedroom,
- children will not be required to share a bedroom with a parent,
- an unborn child may be considered for the purpose of assigning the bedroom size,
- larger-size units than indicated by these policies may be assigned if the applicant provides documentation that a larger unit is needed for health/medical reasons.

Describe how occupancy standards will be used for in-place residents:

- when in-place residents will be required or permitted to transfer to another unit.

E. Verification Procedures

F. Notification of Applicants

IV. LEASING AND MANAGEMENT POLICIES (See Chapters 4 and 5 of this guidebook)

A. Unit Assignment

Describe unit assignment procedures as well as policies on assigning units based on criteria other than family size, such as handicapped persons or income.
B. Rent Homebuyer Payment Calculations
   o Explain the general rules for calculating rents and refer to the rent schedule, or
   o Explain purchase price schedule, interest rate and amortization, and how homebuyer payments are collected.

C. Utility Allowances

D. Inspections

E. Security Deposit (for rental housing)

F. Reexaminations

G. Unit Transfers (for rental housing)

H. Termination of Residency

I. Community Rules (for rental housing)

J. Move-out Procedures

K. Changes to the Lease (for rental housing)

L. Policy on Subletting (for homeownership programs)

M. Succession (for homeownership housing)

V. FAIR HOUSING COMPLIANCE

A. Non-discrimination (in accordance with the Indian Civil Rights Act)

B. Section 504 Compliance/Accessibility
   o Describe how the program administrator will comply with Section 504 requirements, including:
      . providing information materials in alternative formats (large print, on tape, etc.),
      -- SAMPLE -- Appendix 1 A-1.3
      . communicating with hearing impaired applicants,
      . making reasonable accommodations to applicants with disabilities.

ATTACHMENTS

ù Income Limits
ù Definition of Terms
ù Schedules of Rents and Utility Allowances
ù Schedules of Other Charges
ù Lease
Grievance Policy
Application
Payment and Collections Policies

-- SAMPLE --

Appendix 1

A-1.4