

PHAPlans

5-YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBE COMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: CityofMesaHousingServicesDivision

PHANumber: AZ005

PHAFiscalYearBeginning:(mm/yyyy) 7/1/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

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

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

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED 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 space 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) 96% to 100%
 - Increase customer satisfaction: Increased employee awareness
 - Concentrate on efforts to improve specific management functions: Increase supervisory file reviews, including inspections

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: Discuss at annual recertification
- Conduct outreach effort to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: Homeownership Program in place; first participant purchased home 11/2002
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- 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)
Increase affordable housing by 10%

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 employment resources (FSS already does this.)

- Provide or attract supportive services to improve assistancerecipients' employability: Provideresources(FSSalreadydoesthis.)
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other:(listbelow)

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:(listbelow)

Other PHA Goals and Objectives:(listbelow)

Partner with a private developer to increase the amount of affordable housing in Mesa.

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- Small Agency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

TheCityofMesaHousingServicesDivisionhaspreparedthisAgencyPlanincompliancewithSection 511oftheQualityHousingandWorkResponsibilityActof1998andtheensuingHUDrequirements.

WehaveadoptedthefollowingmissionstatementtoguidetheactivitiesoftheCityofMesaHousing ServicesDivision:

ThemissionoftheCityofMesaHousingServicesDivisionistoprovideadecent,safe, affordablehousingtoMesaresidents. Weprovideandmaintainsafe,qualityhousing inacost-effective manner. Bypartneringwithothers, weofferrentalassistanceand otherrelatedservicestoourcommunityinanon-discriminatorymanner.

Wehavealsoadoptedthefollowinggoalsandobjectivesaspartofourfive-yearplan:

GoalOne:ManagetheCityofMesaHousingServicesDivision'sexistingaffordablehousingprogram inanefficientandeffectivemanner.

Objective:TheCityofMesaHousingServicesDivisionshallmakeouraffordablehousing unitsmoremarketabletothecommunityasevidencebyanincreaseinexternalandinternal propertyimprovements .

1. TheCityofMesaHousingServicesDivisionshallpromoteamotivatingwork environmentwithacapableandefficientteamofemployeestooperateasacustomer friendlyandfiscallyprudentleaderintheassistedhousingindustry.

GoalTwo :ProvideasafeandsecureenvironmentintheCityofMesaHousingServicesDivision's affordablehousing site:

Objective:

1. The City of Mesa Housing Services Division shall reduce its evictions due to violations of criminal laws by 20% by December 31, 2002 through aggressive screening procedures.

Goal Three: Expand the range and quality of housing choices available to participants in the City of Mesa Housing Services Division's tenant-based assistance program.

Objectives:

1. The City of Mesa Housing Services Division shall establish a program to help people use its tenant-based program to become homeowners by December 31, 2002.
2. The City of Mesa Housing Services Division shall achieve and sustain a utilization rate of 98% by December 31, 2002, in its tenant-based program.
3. The City of Mesa Housing Services Division shall attract 10 new landlords to participate in the program by December 31, 2004.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are a few highlights of our Annual Plan:

- We have adopted the following local preferences — for applicants who live or work in the City of Mesa; for working families; for heads of household who are full-time students; for heads of household and/or spouses who are 62 years or older; and for heads of household and/or spouses who are disabled.
- We have adopted an aggressive screening policy for our affordable housing to ensure to the best of our ability that new admissions will be good neighbors. In our Section 8 Program, we are screening applicants to the fullest extent allowable while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.
- We have implemented a tenacious deconcentration policy.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50 for the Section 8 Program.
- We have established flat rents for our affordable housing units.
- In an attempt to encourage work and advancement in the workplace, in some cases, we are not requiring interim recertifications if a resident or Section 8 participant has an increase in income. The increase will be reported at the next regular recertification.
- We are going to utilize the published FMR's as our payment standard for the Section 8 Program.

In summary, we are on course to improve the condition of assisted and affordable housing in Mesa.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment L)
- FY2000 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Attachment F)
- FY2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment K)
- Other (List below, providing each attachment name)
Letter of Support (See Attachment B; Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan (See Attachment C))

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	16,862	5	5	1	1	1	1
Income > 30% but <= 50% of AMI	40,192	5	5	1	1	1	1
Income > 50% but < 80% of AMI	46,320	5	5	1	1	1	1
Elderly	35,707	5	5	1	1	1	1
Families with Disabilities	37,705	5	5	1	1	1	1
Race/Ethnicity: White	323,655	5	5	1	1	1	1
Race/Ethnicity: Black	9,977	5	5	1	1	1	1
Race/Ethnicity: Asian or Pacific Islander	13,688	5	5	1	1	1	1

Housing Need of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Race/Ethnicity: Hispanic	78,281	5	5	1	1	1	1

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **2000**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
U.S. Census Bureau Table DP -1: Profile of General Demographic Characteristics: 2000 (for Mesa, Arizona)

B. Housing Need 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.** PHA may provide separate tables for site - based or sub - jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant -based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site -Based or sub -jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	939		10%
Extremely low income <=30% AMI	889	94%	
Very low income (>30% but <=50% AMI)	39	4%	
Low income (>50% but <80% AMI)	11	1%	
Families with children	430	45.7%	
Elderly families	120	12.7%	
Families with Disabilities	347	36.9%	
Race/ethnicity: White	721	76.7%	
Race/ethnicity: Black	176	18.7%	
Race/ethnicity: Indian/Alaskan	30	3.2%	
Race/ethnicity: Asian/ Pacific Islander	8	0.9%	
Race/ethnicity: Hispanic	270	28.7%	

Characteristics by
Bedroom Size (Public
Housing Only)

1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

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

If yes:

How long has it been closed (# of months)? 10 Months (closed 6/2002)

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

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

C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthe jurisdictionandonthewaitinglist **INTHEUPCOMINGYEAR** ,andtheAgency'sreasonsfor choosingthisstrategy.

(1)Strategies

Need:Shortageofaffordablehousingforalleligiblepopulations

Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithin itscurrentresourcesby:

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumberofpublichousingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixed financedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection 8replacementhousingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandards thatwillenablefamiliestorentthroughoutthejurisdiction
- Undertakemeasurestoensureaccesstoaffordablehousingamongfamilies assistedbythePHA,regardlessofunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramto owners,particularlythoseoutsideofareasofminorityandpoverty concentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8 applicantstoincreaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocesstoensure coordinationwithbroadercommunitystrategies
- Other(listbelow)

Strategy2:Increasethenumberofaffordablehousingunitsby:

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- Leverageaffordablehousingresourcesinthecommunitythroughthecreation ofmixed -financehousing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -based assistance.
- Other:(listbelow)

Need:SpecificFamilyTypes:Familiesatorbelow30%ofmedian

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)	N/A	
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$9 million	HAPs
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self - Sufficiency Grants	N/A	
h) Community Development Block Grant	\$1 million \$100,000 \$75,000	Housing Rehabilitation Rental Rehabilitation Lead-Based Paint Inspection/Abatement
i) HOME		
Other Federal Grants (list below)		
j) Family Self -Sufficiency	\$46,073 \$44,900	FSS Coordinator Homeownership Coordinator
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income/Non -Federal		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total Resources	\$10,265,973	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

c. If the PHA plan 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 admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- 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
 Household that contribute to meeting income goals (broad range of incomes)
 Household 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 points 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 the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contributes to meeting income goals (broad range of incomes)
- Household that contributes 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 ensure 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)

- ThePHA -residentlease
- ThePHA'sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(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
- Anytime family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

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

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

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

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug -related activity
- Other (describe below)
The name and telephone number of last two previous Section 8 landlords is given upon request.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:
Extensions are provided for elderly and disabled persons upon request.

(4) Admissions Preferences

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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)

Head of household or spouse 62 years of age or older

Head of household or spouse disabled

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

1 High rent burden

Other preferences (select all that apply)

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

1 Residents who live and/or work in your jurisdiction

1 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)

1 Head of household or spouse 62 years of age or older

1 Head of household or spouse disabled

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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 program to the public?

- Through published notices
- Other (list below)

Housing Services website <http://www.cityofmesa.org/housing/faq.asp>

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income re-examinations, 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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 2003	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers		
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Preservation Vouchers	4	0
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

The agency's Section 8 policies and standards regarding the maintenance of subsidized units are taken from the Housing Quality Standards regulations. Participants are given a copy of the booklet "A Good Place to Live!" (HUD -593-PIH) at all initial briefings and landlords may obtain a copy upon request.

6. PHA Grievance Procedures

[24CFRPart903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24CFRPart903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5 -Year Action Plan

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

a. Yes No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

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

-or-

The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No",

skiptocomponent9;if“yes”,completeoneactivitydescription
foreachdevelopment.)

2.ActivityDescription

Yes No: HasthePHAprovidedtheactivitiesdescriptioninformationin
the **optional**PublicHousingAssetManagementTable?(If
“yes”,skiptocomponent9.If“No”,completetheActivi ty
Descriptiontablebelow.)

Demolition/DispositionActivityDescription	
1a.Developmentname:	
1b.Development(project)number:	
2.Activitytype:Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3.Applicationstatus(selectone)	
Approved <input type="checkbox"/>	
Submitted,pendingapproval <input type="checkbox"/>	
Plannedapplication <input type="checkbox"/>	
4.Dateapplicationapproved,submitted,orplannedforsubmission: (DD/MM/YY)	
5.Numberofunitsaffected:	
6.Coverageofacti on(selectone)	
<input type="checkbox"/> Partofthedevelopment	
<input type="checkbox"/> Totaldevelopment	
7.Timelineforactivity:	
a.Actualorprojectedstartdateofactivity:	
b.Projectendddateofactivity:	

**9. DesignationofPublicHousingforOccupancybyElderlyFamilies
orFamilieswithDisabilitiesorElderlyFamiliesandFamilieswith
Disabilities**

[24CFRPart903.79(i)]

ExemptionsfromComponent9;Section8onlyPHAsarenotrequiredtocompletethissection.

1. Yes No: HasthePHAdesignatedorappliedforapprovaltodesignateor
doesthePHAplantoapplytodesignateanypublichousingfor
occupancyonlybytheelderlyfamiliesoronlybyfamilieswith
disabilities,orbyelderlyfamiliesandfamilieswithdisabilities
orwillapplyfordesignationforoccupancybyonlyelderly
familiesoronlyfamilieswithdisabilities,orbyelderlyfamilies
andfamilieswithdisabilitiesasprovidedbysection7ofthe
U.S.HousingActof1937(42U.S.C.1437e)in theupcoming

fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

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

A. Assessments of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations

Act?(If “No”,skiptocompo nent11;if“yes”,completeone activitydescriptionforeachidentifieddevelopment,unless eligible to complete streamlined submission.PHAs completingstreamlinedsubmissionsmayskiptocomponent 11.)

2.ActivityDescription

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plans submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B.ReservedforConversionspursuanttoSection22oftheU.S.HousingActof 1937

C.ReservedforConversionspursuanttoSection33oftheU.S.HousingActof 1937

11.HomeownershipProgramsAdministeredbythePHA

[24CFRPart903.79(k)]

A.PublicHousing

ExemptionsfromComponent11A:Section8onlyPHAsarenotrequiredtocomplete11A.

1. Yes No: DoesthePHAadministeranyhomeownershipprograms administeredbythePHAunderanapprovedsection5(h) homeownershipprogram(42U.S.C.1437c(h)),oranapproved HOPE Iprogram(42U.S.C.1437aaa)orhasthePHAappliedor plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesseligibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skiptocomponent11B.)

2.ActivityDescription

Yes No: HasthePHAprovidedallrequiredactivitydescription informationforthiscomponentinthe **optional**PublicHousing AssetManagementTable?(If“yes”,skiptocomponent12.If “No”,completetheActivityDescriptiontablebelow.)

PublicHousingHomeownershipActivityDescription (Completeoneforeachdevelopmentaffected)
1a.Developmentname:
1b.Development(project)number:
2.FederalProgramauthority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h)

<input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26- 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA -established eligibility criteria

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

Additional eligibility criteria required by the City of Mesa Housing Services Homeownership Program (called HOUSE) includes participation in the Family Self-Sufficiency Program, minimum income of 30% of the median income for family size, down payment of 3% of purchase price, and participant must have been leased and resided in Mesa for at least one year under the Housing Choice Voucher Program prior to acceptance into the Homeownership Program.

12. PHA Community Service and Self-Sufficiency Programs

[24CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 09/18/2001

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

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

Share information regarding potential fraud.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 12/24/2002)
Public Housing	N/A	N/A
Section 8	103	87

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79(m)]

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

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

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

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

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFRPart903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. (Attachment A)

16. Fiscal Audit

[24CFRPart903.79(p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24CFRPart903.79(q)]

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

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

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (Filename) Attachment K
 Provided below:

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

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

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

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

- Mesa Housing Services Division met the criteria based on the following:
 - Notified Resident Advisory Board members of opportunity to reside on governing board.
 - Issued 30 -Day notice for comments.
 - Established policy and procedure to obtain comments for next year.
 - City Attorney's Office creating process to increase Section 8 participant awareness with regard to input into the agency plan.

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) Mesa, Arizona

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

- The PHA has based its statement of needs of families in the jurisdiction on the need 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)

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

The Consolidated Plan addresses: (1) focusing on priority needs within the jurisdiction; (2) pursuing homeownership assistance programs, rental assistance programs and needed supportive services for special populations; (3) eliminating barriers to affordable housing.

D. Other Information Required by HUD

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

Attachments

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

- ATTACHMENT A: PHA Certification of Compliance with the PHA Plans and related Regulations Board Resolution to Accompany the PHA Plan.
- ATTACHMENT B: Letter of Support from City Manager
- ATTACHMENT C: Certification by State or Local Official of PHA Plans Consistency with Consolidated Plan
- ATTACHMENT D: Certification for a Drug -Free Workplace
- ATTACHMENT E: Certification of Payments to Influence Federal Transactions
- ATTACHMENT F: Agency Organizational Chart
- ATTACHMENT G: Homeownership Program Policy
- ATTACHMENT H: Family Self -Sufficiency Action Plan
- ATTACHMENT I: Memorandum of Agreement
- ATTACHMENT J: Housing & Human Services Advisory Board Minutes (January & February 2003)
- ATTACHMENT K: Resident Advisory Board Recommendations
- ATTACHMENT L: Administrative Policy

PHA Plan Table Library

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

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

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

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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

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

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

ATTACHMENT A

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

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan, for PHA fiscal year beginning 07/01/2003, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable HUD approved housing affordability strategy policy plan incorporating such strategy into the implementation of which the PHA is located.
2. The Plan contains a copy of an approved state or local official that the PHA's compliance with the applicable consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impact, article 10 in Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board in accordance with HUD's requirements for the residents served by the PHA, consistent with the Board's Housing Choice Plan, and every year the name and address of the Board of Board (24 CFR 90.10). The PHA has included in the Plan a written copy of the recommendations made by the Resident Advisory Board in Board's description of the manner in which the PHA complies with HUD's requirements.
4. The PHA will be prepared to furnish information to HUD for the public hearing as follows: to provide information at least 75 days before the hearing, published in a section of the hearing agenda and analyzed a hearing to discuss the Plan to the public hearing.
5. The PHA will comply with the Plan in accordance with Title VI of the Civil Rights Act of 1964, Title Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title I of the Americans with Disabilities Act of 1990.
6. The PHA will, if it is necessary, the fair housing by examining their programs, policies and projects, identify any impediments to fair housing and will develop a plan to address these impediments in a reasonable and timely manner of the resources available and will develop a plan to address any impediments of the impediments in a timely and timely manner in the hearing the PHA's compliance with the fair housing requirements, to be analyzed and action.
7. The PHA Plan shall include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD HUD's fair housing program, in a timely and timely manner as specified in PHA Notice 99-10.
 - The system of site-based waiting lists provides an individual listing to each applicant in the list within 30 days of the receipt of which is available containing basic information about each applicant and an estimate of the period of time the applicant will likely be on a waiting list, as admitted to units of different sizes, as specified in each of the:
 - site a site-based waiting list will not be created by the PHA on an agreement or by the PHA's site-based waiting list established by HUD.
 - The PHA and the PHA's measure to assure that only waiting lists consistent with HUD's requirements for site-based waiting lists.
 - The PHA provides fair housing to the site-based waiting list policy to determine if it is consistent with HUD's requirements and regulations, as specified in HUD's Notice 99-10.

PHA Certifications of Compliance with the PHA Plans and Related Regulations
1/03

Page 2 of 2

1. 8. Department of Housing and Urban Development
Office of Equal Opportunity Housing

- The PHA will comply with the restrictions against discriminatory use of the assistance pursuant to the Age Discrimination Act of 1975.
- The PHA will comply with the Architectural Barriers Act of 1968 and 24 C.F.R. Part 91, Title 91 and procedures set forth in the Department of Standards and Requirements for Accessibility by the Physically Handicapped.
- The PHA will comply with the requirements of section 504 of the Housing and Urban Development Act of 1968, Executive Order 12367 for Equal Opportunity for the Handicapped, and with implementing regulations at 24 C.F.R. Part 137.
- 1. The PHA has agreed to comply with the standards and requirements regarding the design and use of the assistance required by 24 C.F.R. Part 137 Subpart C.
- 2. The PHA has agreed to comply with the PHA's standard with regard to compliance with restrictions on labor contracts under 24 C.F.R. Part 137 together with disclosure forms as required by the PHA and with respect to the provisions of a contract of Public Transactions in accordance with the Lloyd Avenue Rent and Implementing Regulations at 24 C.F.R. Part 241.
- 3. For PHA Plans that include a PHDFP Plan as specified in 24 C.F.R. 261.211: The PHDFP Plan is consistent with the requirements of the "Plan Requirements" and "Contract Parameters Requirements" as specified at 24 C.F.R. 261.211 and 261.212. Specifically, the PHA will maintain, make available for review, and keep records of all data records of documentation of the following:
 - Management and enforcement services for public housing developments that are under the PHDFP Plan.
 - Cooperation agreements between the PHA's participating in the construction process of the development agreement between the construction and HUD (applicable only to PHAs participating in a construction as specified in 24 C.F.R. 261.15).
 - Partnership agreements (including special development) support with agencies/organizations providing housing services either in a local area or for HUD funded public housing.
 - Cooperation with other PHAs in enforcement of PHA.
 - Working agreements with local law enforcement agencies receiving any PHDFP funds and
 - Verification status and type of most commonly available and quantified fair housing related information that is available to the public to be made available under the PHDFP Plan.
- 4. The PHA will comply with the section 504 requirements of the HUD in the location, Association, Rental Property Association, and PHDFP and implementing regulations at 49 C.F.R. Part 27.20 (pp. 1-37).
- 5. The PHA will make appropriate affirmative action to avoid contracts to minority and women's business enterprises under 24 C.F.R. 82.105(e).
- 6. The PHA will provide HUD with the necessary information in a form that the Department needs to carry out its review under the National Fair Housing Policy Act and other HUD authorities as provided in 24 C.F.R. Part 98.
- 7. We request that the housing authority will comply with Title-Breach of HUD's determined wage and recruitment under section 2 of the National Labor Relations Board Act of 1957 and the Civilian Work Hours and Safety Standards Act.
- 8. The PHA will keep records in accordance with 24 C.F.R. Regulation 1 including an effective annual compliance and program requirements.
- 9. The PHA will comply with the Equal Housing Opportunity Act and 24 C.F.R. Part 136.
- 20. The PHA will comply with the policies, procedures and requirements of OMB Circular No. 65-11 (2001) Director for State, Local, and Indian Affairs, Government and 24 C.F.R. Part 85 (ADA Inclusive Requirements for the Rental and Cooperative Apartments for State, Local, and Federally Recognized Indian Tribal Communities).
- 21. The PHA will undertake only activities and programs covered by HUD in a reasonable, consistent, and uniform manner and will not be required to provide any services that are not applicable and to the regulations at 24 C.F.R. Section 98.10-1.1(a).

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

22. All other projects in the PHA have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. Any required support or assistance have been made available for public inspection along with the other data included in its priority business plan of the PHA and are available at all times and locations where provided by the PHA in its PHA Plan and will continue to be made available at least to the priority business offices of the PHA.

CITY OF MESA HOUSING SERVICES

AZ015

PHA Name

PHA Number

Robert A. Nordin 4/1/02
Signed/Placed by: PHA Board Chair or other authorized PHA official



ATTACHMENT B

Office of the City Manager

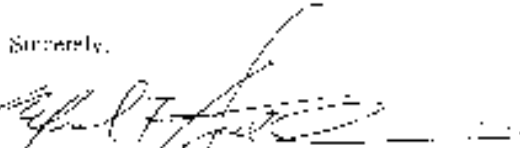
April 15, 2003

RE: City of Mesa Housing Services Division's Agency Plan

In Whom It May Concern,

This letter certifies that the Five-Year and Annual Plan of the City of Mesa Housing Services Division is consistent with the Consolidated Plan, prepared pursuant to 24 CFR Part 91.

Sincerely,


Michael T. Hutchinson
City Manager

City Manager, Room 500
200 West 10th
Mesa, Arizona 85201-1000
Phone: 480.978.1000
FAX: 480.978.1000
© 2003 City of Mesa

ATTACHMENT C

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

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, ROBERTA GARDNER the ASSISTANT DIRECTOR certify
that the Five Year and Annual PHA Plan of the INDIAN HAWK TRIBAL HOUSING AUTHORITY
consistent with the Consolidated Plan of INDIAN HAWK TRIBE prepared
pursuant to 24 CFR Part 91

Roberta A. Gardner

Signed / Dated by Approving State or Local Official

ATTACHMENT D
Certification for
a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

CITY OF MESA HOUSING SERVICES DIVISION

Prepared by: Housing Federal Grant Form

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Acting on behalf of the above named applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding this attachment to a:

Certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Establishing a policy that prohibits employees from the lawful manufacture, distribution, dispensing, possession, or use of a controlled substance as prohibited in the Applicant's work place and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an ongoing drug-free awareness program to inform employees:--

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy on drug abuse in the workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring at the workplace.

c. Making it a condition of employment for each employee to be engaged in the performance of the grant to permit a copy of this section, including this paragraph, to:

d. Notifying the employee of the statement required by paragraph c. that, as a condition of employment under the grant, the employee will:--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under sub-paragraph d(2) from an employee or otherwise receiving actual notice of such conviction. Employers at covered employment must provide notice, including pertinent details, to every grant officer or other designated whose grant matching the convicted employee was working, under the Federal agency (as designated a part of part b) the receipt of such notices. Notice shall include the identification number(s) of the affected grant.

f. Taking steps to effect follow-up actions, within 30 calendar days of receiving notice under sub-paragraph c. (3), with respect to any employee who is so convicted:--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Providing such employee with drug abuse assistance or rehabilitation program, as provided in such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

g. Making good faith effort to effect a drug-free workplace through implementation of paragraphs a. thru f.

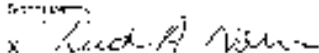
2. **Stand for Work Performance.** The Applicant shall not be a public agency as defined in the performance-based funding agreement for HUD's funding of the program (as shown above). Place of Performance shall include the street address, city, county, state, and zip code. Identify each center with the Applicant name and address and the Agency/contract number (grant funding):

Place of Work Performance: 495 N. Pasadena, Mesa, Arizona 85201, Maricopa County

Check here if there are verbiages on file that are still under review on the attachment to a.

I hereby certify that all the information provided herein, as well as any information provided in the accompanying attachments is true and accurate. Warning: HUD will investigate false claims and determine whether any law enforcement action may be warranted in criminal penalties.
HUD-01-01-1000-1000-0110-01-1000-0000

Name of Authorized Official
RUTH ANNE NORRIS

Signature


Title
INTERIM HOUSING DIRECTOR

Date
4/4/03

ATTACHMENT E

Certification of Payments to Influence Federal Transactions

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

City of Mesa

CITY OF MESA HOUSING SERVICES DIVISION

Program/Activity Receiving Federal Grant/Funding
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

This document certifies that the undersigned hereby certifies and believes that

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person in influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an individual member of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the making of any Federal loan guarantee, or the making of any Federal contract, grant, loan, or cooperative agreement, and

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form 278, "Disclosure Form to Report Lobbying," as prescribed with its instructions.

(3) The undersigned certifies that the language of this certification is placed in the award documents for all contracts and all loans (including loan guarantees, mortgages, and other loans) under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This Federal acquisition is a direct acquisition of the person in which reliance was placed when this transaction was made or entered into. Subsequent to award of this Federal acquisition, the person or entity entering into this transaction imposed by Section 1352 (b) (4) (A) of the Federal Acquisition Regulation shall file the required certification. Failure to file the certification may result in a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein is true and correct. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (31 U.S.C. 3729, 3732).

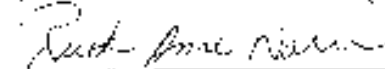
Warning: Furnishing false information is a violation of Federal law. Penalties may include criminal sanctions and/or civil penalties.

(31 U.S.C. 3729, 3732; 18 U.S.C. 1029, 1032)

Name of Offeror/Contractor

RUTH ANNE NORRIS

Signature



Title

ACTING HOUSING DIRECTOR

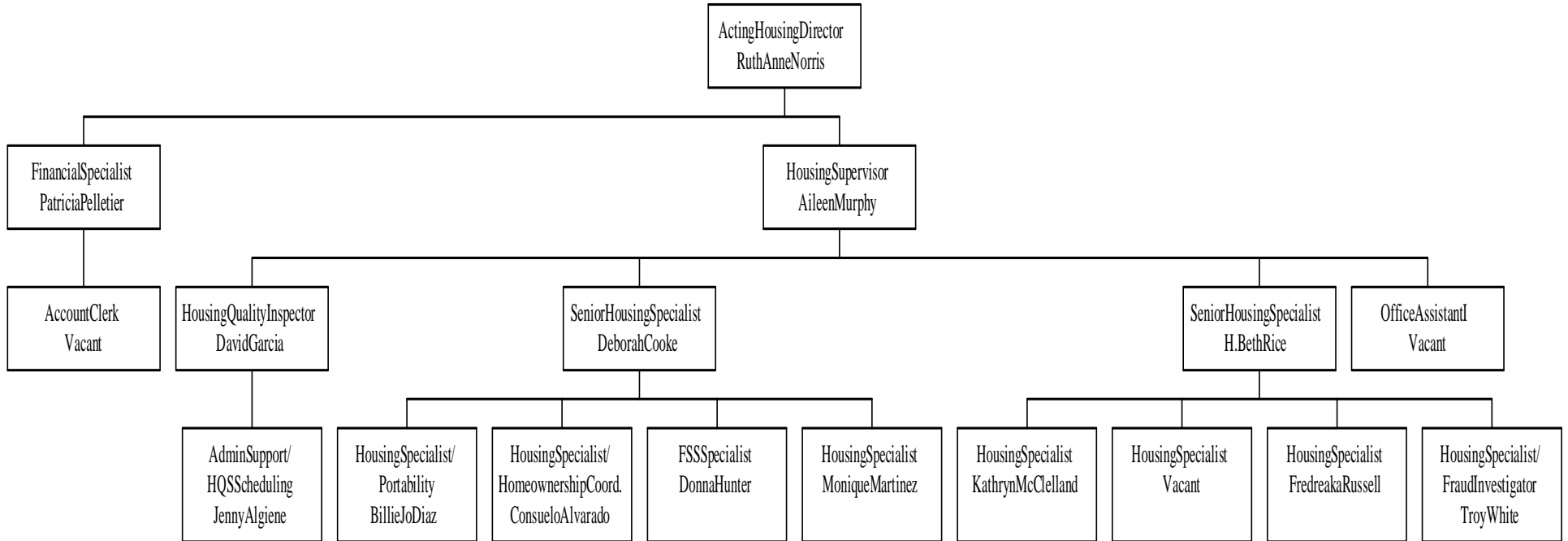
Date (mm/dd/yyyy)

4/11/13

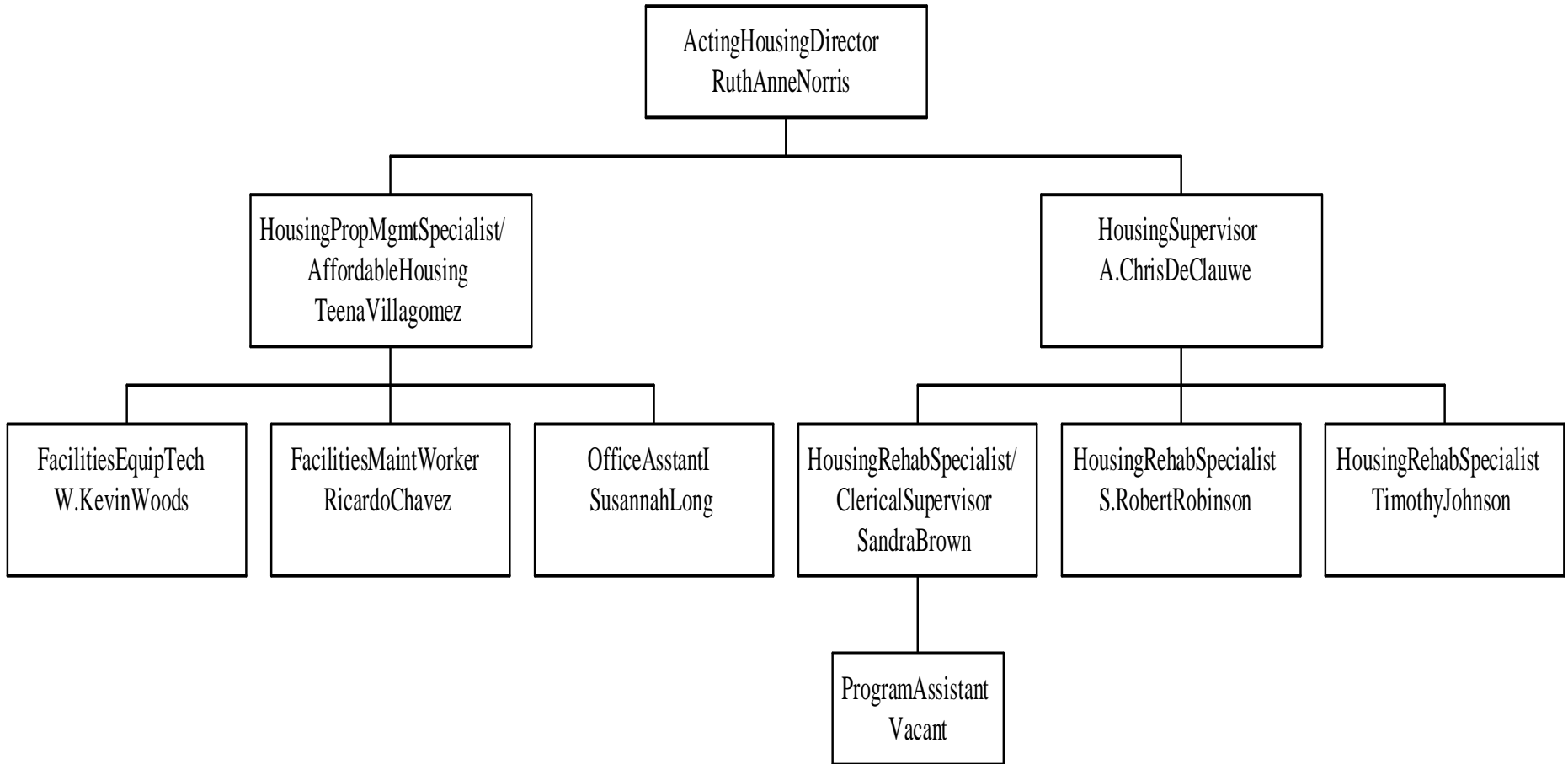
Responsible Executive

Form HUD-9207-3.0E1
U.S. Department of Housing and Urban Development

CITY OF MESA HOUSING SERVICES DIVISION
Section 8 & Finance



CITY OF MESA HOUSING SERVICES DIVISION
Housing Rehabilitation & Affordable Housing



ATTACHMENT

ATTACHMENT G

MESA HOUSING SERVICES DIVISION

SECTION 8 HOME OWNERSHIP PROGRAM DESCRIPTION

“Home Ownership Under Section Eight Program”

1. GENERAL PROVISIONS.

The Section 8 Home Ownership Program of Mesa Housing Services ("MHS") permits eligible participants in the Section 8 Housing Choice Voucher program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. MHS's HOUSE Program provides one of two types of home ownership assistance for a family: monthly home ownership assistance payments or a single down payment assistance grant.

Eligible applicants for the Section 8 Home Ownership Program must have completed an initial Section 8 lease term in Mesa, may not owe MHS or any other Housing Agency an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 Home Ownership assistance may be used to purchase the following type of homes within the City of Mesa: new or existing single-family, condominium, planned used developments, or manufactured homes. MHS also will permit portability of Section 8 Home Ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies.

2. FAMILY ELIGIBILITY REQUIREMENTS.

Participation in the Section 8 Home Ownership Program is voluntary. The eligibility requirements for participation in MHS's Section 8 Home Ownership Program include:

A. First-Time Homeowner.

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 home ownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest."

B. Minimum Income Requirement.

(1) Amount of Income – Disabled families

Minimum income shall be equal to the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by twelve.

(2) Amount of Income – Non-disabled families

At the time the family begins receiving home ownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least 30% of median income for family size (at or above the “extremely low” income level.)

In determining whether an elderly or disabled family meets the minimum income requirement, welfare assistance shall be included only for those adult elderly or disabled family members who will own the home.

C. Employment History.

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement.

D. Completion of Initial Lease Term.

Applicants for and new participants in the Section 8 Housing Choice Voucher program shall be ineligible for participation in the Section 8 Home Ownership Program until completion of an initial Section 8 lease term of one year in Mesa and the participant's first annual recertification in the Section 8 Housing Choice Voucher program.

E. No Outstanding Debt to Any Housing Agency

Participants in the Section 8 Housing Choice Voucher program shall be ineligible for the home ownership program in the event any debt or portion of debt remains owed to MHS or any other Housing Agency.

F. No Current Ownership

No family member may have present ownership interest in a residence.

G. FSS Participation

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Applicants for the Home Ownership Program are required to participate in MHS's Family Self Sufficiency ("FSS") program in order to participate in the Home Ownership Program, with the exception of elderly and disabled households.

H. Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents have previously defaulted on a mortgage obtained through the Section 8 Home Ownership Program, the family will be ineligible to participate in the Home Ownership Program.

3. FAMILY PARTICIPATION REQUIREMENTS.

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

A. Home Ownership Counseling Program.

A family's participation in the Home Ownership Program is contingent on the family attending and successfully completing a home ownership and housing counseling program provided by Housing For Mesa, Inc ("HFM, Inc") or approved by MHS prior to commencement of home ownership assistance. The home ownership and counseling program will include home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families, information on Fair Housing, Real Estate Settlement Procedures Act, truth-in-lending, and how to identify and avoid predatory lending practices.

The counseling agency providing the counseling programs shall be approved by Housing and Urban Development. MHS will require families to participate in an MHS-approved home ownership counseling program on a continuing basis.

B. Locating and Purchasing a Home.

(1) Locating A Home

Upon issuance of the Home Ownership Voucher, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to MHS/HFM, Inc. For good cause, MHS may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant's family is unable to locate a home within the time approved by MHS, their Section 8 rental assistance through the Section 8 Housing Choice Voucher program shall continue. Participant must regularly provide evidence of active search during the 180-day search period; MHS reserves the right to withdraw the

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homeownership voucher if participant does not pursue a sales agreement.

(2) Type of Home.

A family approved for Section 8 homeownership assistance may purchase the following type of homes within the City of Mesa: a new or existing home, a single-family home, a condominium, a home in a planned use development, or a manufactured home to be situated on a privately owned lot. The home must be existing or under construction at the time the family enters into the contract of sale. The family also may purchase a home in a jurisdiction other than the City of Mesa, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies. A family's participation in the Section 8 Home Ownership Program will be subject to the Section 8 Home Ownership Program and policies of the receiving jurisdiction.

(3) Purchasing a Home.

Once a home is located and a sales agreement approved by HFM, Inc is signed by the family, the family shall have up to three (3) months, or such other time as is approved by MHS's Executive Director to purchase the home.

(4) Failure to Complete Purchase.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by MHS, MHS shall continue the family's participation in the Section 8 Housing Choice Voucher program. The family may not re-apply for the Section 8 Home Ownership Program until they have completed an additional year of participation in the Section 8 Housing Choice Voucher program following the initial determination of their eligibility for the homeownership option.

C. Sales Agreement.

The sales agreement must provide for inspection by MHS and the independent inspection referred to in Section 3(D) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to MHS. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by MHS. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by MHS/HFM, Inc.

D. Independent Initial Inspection Conducted.

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until MHS first inspects the home. An independent inspection of existing homes covering major building systems must be completed by a professional selected by the family. MHS will not pay for the independent inspection. The independent inspection report must be provided to MHS. MHS may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

E. Financing Requirements.

The proposed financing terms must be submitted to and approved by MHS/HFM, Inc. prior to close of escrow. MHS shall determine the affordability of the family's proposed financing. In making such determination, MHS may take into account other family expenses, including but not limited to childcare, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to balloon payment mortgages, are prohibited and will not be approved by MHS. Seller -financing mortgages shall be considered by MHS on a case -by-case basis. If a mortgage is not FHA -insured, MHS will require the lender to comply with generally accepted mortgage underwriting standards.

F. Compliance With Family Obligations.

A family must agree, in writing, to comply with all family obligations under the Section 8 program and MHS's Home Ownership policies. These obligations are stated in the Family Obligations document, as shown here:

1. **Family Obligations:** You must comply with all Family Obligations of the Section 8 Housing Choice Voucher Program, excepting only the prohibition against owning or having an interest in the unit.
2. **Housing Counseling:** All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete a MHS provided or approved counseling program prior to commencement of home ownership assistance. MHS may require any or all participating family members to attend additional housing counseling classes as a condition of continued assistance.
3. **Purchase Contract:** You must include contract conditions in any Offer to Purchase that give MHS a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards (HQS); (b) to review and **approve** a professional home **inspection report** obtained by you from a licensed home inspector; and (c) **approve the terms of your proposed financing**. You must advise your Realtor of these requirements.
4. **Mortgage Obligations:** You must comply with the terms of any mortgage incurred in the purchase of the property and must notify MHS's HOUSE Program Coordinator **within five (5) days of receipt** of any late payment or default notice. You also agree that MHS will be automatically notified by the lender (or lender's agent) of any late payment/default.
5. **Occupancy:** You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without MHS's prior written consent. You may not rent or lease any part of the premises without MHS's prior written consent. You must notify MHS in writing at

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least 30 days prior to moving out of the house for a period of 30 days or longer or prior to any sale, transfer, assignment, lease or other form of alienation of the assisted property.

6. **Maintenance:** You must maintain the property in a decent, safe and sanitary manner. MHS may conduct an annual HQS inspection. If you fail to adequately maintain the property, MHS will take measures with local code compliance or any other appropriate course of action.

7. **Annual Re-examination:** You must annually provide MHS with current information regarding family income and composition in a format required by MHS.

8. **Refinancing:** You must notify MHS in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain MHS's written approval of such financing prior to executing any loan documents.

9. **Default: In the event of a default on your mortgage obligation, you must cooperate with MHS and the lender to minimize any loss to the lender in order to maintain your eligibility to continue as a participant in the Section 8 Housing Choice Voucher Program.**

10. During the time the family receives homeownership assistance, no family member may have any ownership interest in any other residential property."

G. Compliance Lien

- (1) Upon purchase of a home, the family must execute documentation as required by HUD and MHS, consistent with State and local law.
- (2) Recorded documents shall include refinancing limitations and similar agreements listed in Family Obligations document.

4. AMOUNT OF ASSISTANCE.

A. Monthly Assistance Payment. The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly homeownership expense; and the family's household income. MHS will pay the lower of either the payment standard minus the Total Tenant Payment ("TTP" is 30% of family's adjusted monthly income) or the family's monthly homeownership expenses minus the TTP. The Section 8 family will pay the difference.

- (1) Determining the Payment Standard for monthly assistance.

The voucher payment standard is the fixed amount the MHS annually establishes as the "fair market" rent for a unit of a particular size located within the MHS jurisdiction. In the Home Ownership Program, the initial payment standard will be the lower of either the payment standard for which the family is eligible based on family size, or the payment standard which is applicable to the size of the home the family decides to purchase.

The payment standard for subsequent years will be based on the higher of the payment standard in effect at commencement of the homeownership assistance, or the payment standard in effect at the most recent regular reexamination of the family's income and size.

The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. MHS may request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family.

(2) Determining the Monthly Home Ownership Expense.

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses and costs of major repairs and replacements per MHS allowance; utility allowance per MHS's schedule of utility allowances; homeowner association dues, fees or regular charges assessed; and principal and interest on mortgage debt incurred to finance changes needed to make the home accessible.

(3) Determining the Total Family Contribution

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's monthly adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance) will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance. TFC may not exceed 50% of adjusted monthly income.

(4) Housing Assistance Payment

MHS will pay the HAP directly to the lender (or lender's agent,) unless otherwise required by the lender. The family will be responsible to submit their portion of the mortgage payment directly to the lender (or lender's agent.)

(5) Down Payment Requirement

MHS has established that the minimum down payment for purchase of a home will be 3% of sale price. Family's contribution toward down payment: at least 1% of sale price comes from family's personal resources.

A. Downpayment Assistance Grant*.

The amount of the down payment assistance grant will be based on two factors: the Voucher payment standard for which the family is eligible and family's household income. A one-time grant will be paid at closing equal to 12 times the difference between the payment standard and total tenant payment (TTP.) Home ownership expenses are not considered in the calculation.

- (1) Parts “F” & “G” of the “Family Participant Requirements” section do not apply to the Downpayment Assistance Grant (DAG) option
- (2) The downpayment assistance grant amount is paid at the time of closing to the closing agent.
- (3) Downpayment assistance grant amount is not to be applied toward closing costs

Returning to rental assistance: A family who has received a DAG may apply for, and receive, tenant -based rental assistance in accordance with program requirements and PHA policies. However, the PHA may not commence tenant -based rental assistance for occupancy of the new units so long as any family member owns any title or other interest in the home purchased with homeownership assistance. Further, 18 months must have passed since receipt of the DAG.

**The DAG provision is subject to publication of HUD Notice in Federal Register that appropriated funds are available for this use.*

5. TERMINATION OF SECTION 8 HOMEOWNERSHIP ASSISTANCE.

A. Grounds for Termination of Home Ownership Assistance

- (1) Failure to Comply with Family Obligations Under Section 8 Program or MHS’ s Home Ownership Policies.

A family’ s homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, MHS homeownership policies, or if the family defaults on the mortgage. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide MHS with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family’ s household income and homeownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required according to MHS homeownership policies. The family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.

- (2) Occupancy of Home.

Homeownership assistance will only be provided while the family resides in the home. If the family moves out of the home, MHS will not continue homeownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse the MHS for homeownership assistance paid for the month the family moves

out.

(3) Changes in Income Eligibility.

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership Program shall continue until such time as the assistance payment amount to \$0 for a period of six (6) consecutive months.

(4) Maximum Term of Home Ownership Assistance.

A family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

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B. Procedure for Termination of Home Ownership Assistance.

A participant in the Section 8 Home Ownership Program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the MHS for the Section 8 Housing Choice Voucher program.

6. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM.

A. Default on FHA - Insured Mortgage.

If the family defaults on an FHA - insured mortgage, MHS may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (1) conveyed title to the home to HUD or its designee, as

required by HUD; and (2) moved from the home within the period established or approved by HUD.

B. Default on non-FHA-Insured Mortgage.

If the family defaults on a mortgage that is not FHA-insured, MHS may permit the family to move with continued Section 8 Housing Choice Voucher rental assistance if the family demonstrates that it has (1) conveyed title to the home to the lender, to MHS or to its designee, as may be permitted or required by the lender; and (2) moved from the home within the period established or approved by the lender and/or MHS.

7. MHS ADMINISTRATIVE FEE.

A. Monthly assistance payments

For each month that home ownership assistance is paid by MHS on behalf of the family, MHS shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

B. Down payment assistance grant

This single, one-time administrative fee will be equal to six months of MHS's ongoing regular administrative fee.

8. WAIVER OR MODIFICATION OF HOMEOWNERSHIP POLICIES.

The Housing Director of MHS shall have the discretion to waive or modify any provision of the Section 8 Home Ownership Program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

FamilySelf -SufficiencyProgram **ACTION PLAN**

CITYOFMESA
HOUSINGSERVICESDIVISION

REVISED AND UPDATED

April 2002

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INTRODUCTION

In accordance with Section 23 of the U.S. Housing Act of 1937 and amended by Section 106 of the Housing and Community Development Act of 1992, the City of Mesa Housing Services Division has established a Family Self-Sufficiency Program as a result of receiving Section 8 funding in fiscal year 1992.

The goal of the City of Mesa's Family Self-Sufficiency (FSS) Program is to assist very low income families in becoming economically and socially self-sufficient. The minimum FSS Program size will be determined by Housing and Urban Development. A service plan and FSS contract will be developed and maintained for each qualified participating family member.

This revised and updated FSS Action Plan is hereby made a part of the Mesa Housing Services Section 8 Housing Programs Administrative Plan. The Action Plan describes how Mesa Housing Services (MHS) will administer the FSS Program.

I. FAMILY PROFILE

NUMBER OF FSS PROGRAM PARTICIPANTS

The City of Mesa’s FSS Program will consist of the minimum number of Section 8 families as required by HUD. The initial mandatory program size was established to be 134 families. All FSS slots will be filled with current Section 8 participants who have volunteered for the program.

DEMOGRAPHIC CHARACTERISTICS OF SECTION 8 PARTICIPANTS

The City of Mesa’s Housing Services Division Section 8 Program includes the administration of 1633 vouchers. Of these families, 63% of Head of Household are age 49 or under; 86% Head of Household are female. Average annual earned income is under \$14,000. (Exhibit A.)

SUPPORTIVE SERVICES NEEDS OF FAMILY

It is anticipated that in order to reach the goals of the FSS Program, participants will continue to need the following supportive services:

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|-----------------------------|-----------------------------|
| Child care | Job training/placement |
| Remedial education | Job search assistance |
| Vocational assessment | Resume/job interview skills |
| Career development | Job retention training |
| Household management skills | Secondary education |
| Financial/money management | Parenting skills |
| Family counseling | Homeownership counseling |
| Case management | Transportation |

Rehabilitation/substance abuse

counseling

The above supportive services are available in the Mesa community. FSS participants will be referred to the applicable community service provider as stipulated in their individual service plan.

II. ESTIMATE OF PARTICIPATING FAMILIES

Families are recruited to fill all FSS Federally mandated slots. It is anticipated that 100% of the FSS participants will be recipients of various types of supportive services. The type of supportive services received will depend on the family's individual goals and objectives listed in their service plan. The quantity and quality of supportive services received will depend on the resources available in the community and the availability of federal and private funding.

III. FSS FAMILY SELECTION PROCEDURES

OUTREACH AND RECRUITMENT

Current Section 8 participants will be informed by mail and during briefings of the requirements of the FSS program. Families will be notified that the FSS program is a volunteer program and that their Section 8 housing assistance will not be withheld for non-participation or non-completion of program requirements.

Families will be asked to submit an FSS Interest Form (see Exhibit B.) Both minority and non-minority groups currently receiving Section 8 assistance will be targeted for participation in the FSS program.

Outreach and administration of the program will be done in accordance with Mesa Housing Service's Equal Opportunity Plan and Administrative Plan.

SELECTION OF FSS PARTICIPANTS

Families who meet FSS program eligibility requirements will be selected to participate in the FSS program. Families will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.

When all FSS slots are filled, the remaining eligible FSS applicants will be placed on an FSS waiting list. Families will be placed on the FSS waiting list according to the date and time in which their FSS interest form was received. The FSS selection committee will choose those individuals who are appropriate for the program. The selection committee may consist of the FSS Coordinator, FSS Case Manager/Senior Housing Specialist, and when available, a third FSS Program Coordinating Committee Member.

FSS program eligibility requirements include, but are not limited to, the following:

1. Family must be currently participating in Section 8 housing
2. Family must attend a mandatory FSS orientation/briefing session
3. Family must have an overall goal to obtain self-sufficiency and be off public assistance as required by the FSS contract.
4. Head of household must be willing to seek and maintain employment during the FSS contract period.
5. Families must be willing to receive case management as part of their supportive services.

IV. FSSPARTICIPAN TINCENTIVEPLAN

As required by HUD, MHS will provide incentives for families who participate in the FSS program. The two main incentives that will be provided are the FSS escrow account, and for those who qualify, home ownership opportunities.

FSS ESCROW ACCOUNT

Each FSS participant will have their own Escrow Account established in accordance with HUD Regulations. A ledger will be set up for each FSS family to record escrow deposits (see exhibit C). FSS escrow funds held by MHS will be invested in HUD-approved investments in accordance with HUD Handbook 7475.1, revised Section 4-8. Investment income (interest) will be credited at least annually to each participating family's FSS escrow account. Forfeited FSS escrow funds will revert to MHS and will be used for program expenses.

Disbursement of FSS escrow funds

Escrow funds will be disbursed when the following conditions occur:

1. The FSS family completes the requirements of the contract of participation on or before the expiration of the contract. Also, the family must not receive public assistance for a one-year period prior to the expiration of the FSS Contract.
2. When the family becomes responsible for paying the total contract rent and no longer receives public assistance.

The accrued escrow funds, minus any debts owed to MHS, will be disbursed to the designated head of household.

MHS may consider requests for an interim disbursement of a portion of the FSS escrow:

1. The request must meet requirements for interim disbursement as stated in the FSS contract. The family will show that the purpose is goal-related and the family has attempted other resources.
2. Any interim disbursement will be deducted from the escrow balance.

Forfeiture of FSS Escrow

The FSS families will automatically forfeit their FSS escrow when any of the following conditions apply:

1. The family fails to complete the goals listed on their contract of participation.
2. The family voluntarily withdraws from the program.
3. The family moves to a new Housing Authority's jurisdiction which does not have an FSS program.

4. The family is removed from the Section 8 program for non-compliance of lease agreement of Section 8 policy and rules.
5. The family continues to receive public assistance (welfare) at the end of the FSS contract term. (This does not include Medicaid, child care assistance, or housing subsidies.)

HOMEOWNERSHIP

The FSS program coordinates homeownership workshops and seeks additional homeownership assistance, such as IDEA grants and other opportunities. Attention is focused on long-term, and then short-term, homeownership preparation and readiness. FSS participants may apply to the Section 8 Homeownership Program (FSS participation is an eligibility requirement for Mesa's Section 8 Homeownership Program) or consider other first-time homebuyer options. FSS participants will be referred to Housing for Mesa, Inc. (HFM), a local non-profit low-income homeownership agency, for education, counseling, and possible downpayment grant opportunities.

V. *FSSACTIVITIES AND SUPPORTIVE SERVICES*

The activities and supportive services which will be provided by both private and public resources to FSS families include, but are not limited to, the following: child care, remedial/secondary education, career development, job development and placement, parenting skills, household management skills, homeownership counseling, money management, transportation, family counseling, and case management.

MHS has formed partnerships with community social service agencies, many of whom are on the FSS Program Coordinating Committee (see Exhibit D). The FSS program has partnered with the neighboring cities of Chandler, Scottsdale, and Tempe to establish the East Valley Alliance FSS. This collaborative effort shares resources and an FSS Program Coordinating Committee advisory board, which meets quarterly. Participants benefit from planned activities, seminars, and workshops.

FSS participants will be referred to the agencies listed below for activities and supportive services. Additional services not listed, will be developed for families as stipulated in the Individual Training and Service Plan.

Housing/Homeownership and Case Management:

City of Mesa Housing Services	Mesa Community Action Network
Housing for Mesa, Inc	NEDCO
Habitat for Humanity	

Child Care:

DES/MAXIMUS	Childcare Resource and Referral
Headstart	East Valley Boys and Girls Club

Remedial Education:

Frank X. Gordon Center	Washington Activity Center
Maricopa Skills Center	Mesa Public Schools,
Mesa Community College	Community Education

Secondary Education:

Gateway Community College	Rio Salado College
Mesa Community College (MCC)	East Valley Institute of
Arizona State University	Technology

Career Development:

MCC Career/Re-entry Center	Center for New Directions
Workforce Development Center	

Homeownership Counseling

Housing for Mesa, Inc.	Neighborhood Housing Services
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Financial/Money Management

Consumer Credit Counseling	Mesa Community Action Network
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Transportation:

Valley Metro	Worklinks/Maricopa county
Phoenix Transit	Mesa Community Action Network

Family Counseling/Rehabilitation:

Catholic Social Services	Value Options
East Valley Family Resource Center	PREHAB of Arizona

ASU Clinical Psychology Center
Jewish Family & Children's Services

VI. METHOD FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS

All families participating in the FSS program will be interviewed by a case manager who will assess their individual family needs. From the information gathered from the family, the case manager will develop a service plan for all family participants. The service plan will contain the family's goals, objectives, and tasks which enable them to accomplish their goal of becoming economically self-sufficient. The case manager and the family will together determine the supportive services that the family will need to accomplish their goals. The FSS participant has the ultimate responsibility of pursuing all community resources listed in their service plan.

VII. FSS PROGRAM TERMINATION

The FSS family will be terminated from the FSS Program if the family does not fulfill the requirements of the Contract of Participation and/or violates the Section 8 Program regulations. FSS families will be thoroughly briefed prior to signing the Contract of Participation, of the conditions under which the family will be terminated from the FSS Program.

MHS may terminate participants from the FSS Program for the following reasons:

1. Mutual consent of both MHS and the family.
2. Failure of the FSS family to meet its obligation under the contract of Participation without good cause. This includes failure of the head of household to seek and maintain suitable employment during the contract period or failure of the household members to become independent of welfare assistance for a period of one year prior to termination of the FSS contract.
3. Termination or violation of the Section 8 Housing program regulations.
4. Failure to comply with FSS Contract of Participation due to relocation to a new HA jurisdiction.

5. The family's withdrawal from the FSS program.
6. By such other act as is deemed inconsistent with the FSS Program.
7. By operation of the law.

The family will not be allowed to participate in the FSS Program once terminated. However, the family's Section 8 housing will not terminate for non-compliance with the requirements of the FSS Contract of Participation. Failure of the family to comply with the FSS Contract of Participation or Section 8 Program regulations will lead to forfeiture of any FSS escrow money earned.

GRIEVANCE AND HEARING PROCEDURES

MHS will give a participant in the FSS Section 8 Program an opportunity for an informal hearing in accordance with MHS Section 8 Housing Programs Administrative Plan Appendix A.

VIII. ASSURANCE OF NON-INTERFERENCE

MHS assures the Section 8 housing participant during the briefing session that a family's election not to participate in the FSS Program will not affect the family's admission to the Section 8 Program or the family's right to occupy in accordance with its lease.

All FSS families volunteer to participate in the program. Families must be current Section 8 recipients and submit an FSS Interest Form to MHS to be selected for the program. MHS will select participants who voluntarily commit to the program.

IX. TIMETABLE FOR PROGRAM IMPLEMENTATION

The City of Mesa Housing Authority implemented the FSS Program within 12 months of the 1992 Section 8 Housing Certificate Award as required by HUD FSS Regulation 984.301.

By 1994, all FSS families signed contracts of participation and received supportive services as stipulated in their service agreement. This occurred within the two-year time frame set by HUD and operation of the program continues, following the requirements of HUD regulations.

X. *CERTIFICATION OF COORDINATION*

The City of Mesa Housing Services Division certifies that the services and activities have been coordinated with HUD and Arizona Department of Economic Security and that implementation will continue to be coordinated, in order to avoid duplication of services and activities with the stated agency (Exhibit E.) The City is committed to providing quality supportive services to FSS participants.

EXHIBIT A

Section8:SummaryHeadofHouseholdBasedonAgeGroup

Under30	30-39	40-49	50-59	60-69	70-79	80+	Total
298	410	325	150	135	188	127	1633

Section8:SummaryHeadofHouseholdBasedonGender

Female	Male	Total
1401	232	1633

Section8:SummaryTotalsofIncomeSource

	Number AverageAmt
B -OwnBusiness	6 \$7,949
C -ChildSupport	207 \$3,321
E -MedicalReimbursement	1 \$14,921
HA -HAWage	4 \$19,240
N -OtherNon -wageSources	62 \$4,524
P -Pension	117 \$3,206
S -SSI	515 \$4,406
SS -SocialSecurity	1395 \$8,051
T-TANF	164 \$3,946
U -UnemploymentBenefits	13 \$7,696
W -OtherWage	543 \$14,122
TOTAL	3027 \$7,730

EXHIBIT B



MesaHousingServices
 415NPasadena
 MesaArizona85201
FamilySelf -Sufficiency
480-644-3540

FAMILYSELF -SUFFICIENCY(FSS)PROGRAM
 INTERESTFORM

I am interested in participating in the FSS Program and I would like to receive additional information.

Name: _____ **Phone#:** _____
 (Print –HeadofHousehold)

Address: _____ **Apt#** _____

MESA,AZ _____
 (ZIP)

Signature: _____ **Date** _____

DONOTWRITEBELOWTHISLINE

FOROFFICEUSEONLY:

FSS Coordinator Checklist for NEW APPLICANT

	Date		Date
<input type="checkbox"/> Mailedinformationandgoalsquestionnaire	_____	NoticeofFSSBriefingn	_____ mailed _____
<input type="checkbox"/> ApplicantattendedFSSBriefing	_____		
<input type="checkbox"/> ReceivedGoalsfromapplicant	_____		
<input type="checkbox"/> Coordinatoreviewedgoals&information	_____		
<input type="checkbox"/> Appointmentmeetn	_____		
<input type="checkbox"/> Assessment&Planningwithapplicant -ITSP	_____		
<input type="checkbox"/> ContractbParticipation	_____		

COMPLETED NEW FILE SET-UP:

Enter in Yardi MS	ADD to FSS DATA list
Mark Section 8 file	Record PROFILE information
Inc & TTP on S8 file	change CASEWORKER

EXHIBIT D

FSS PROGRAM COORDINATING COMMITTEE MEMBERS

East Valley Alliance Family Self-Sufficiency

- ❖ Housing for Mesa, Inc
- ❖ Mesa Community College, Career Re-Entry Center
- ❖ Arizona State University, Child & Family Services
- ❖ Maricopa County, Worklinks Program
- ❖ Maximus
- ❖ Southeast Valley Regional Association of Realtors
- ❖ Salt River Project
- ❖ East Valley Family Resource Center
- ❖ National Bank of Arizona
- ❖ Maricopa Workforce Development Center
- ❖ FSS Participant Representatives (2)

EXHIBIT E

**Memorandum of Agreement
between**

**The U.S. Department of Housing and Urban Development
The Arizona Department of Economic Security
Maximus-Arizona Works
and The City of Mesa Housing Services Division**

SUBJECT:

Memorandum of Agreement between the U.S. Department of Housing and Urban Development, the Arizona Department of Economic Security, Maximus-Arizona Works and the City of Mesa Housing Services Division to improve, through collaboration and partnership, services administered by each of the partners which impact the self-sufficiency of concurrently enrolled low-income clients.

I. Purpose and Background:

The U. S. Department of Housing and Urban Development (HUD), the Arizona Department of Economic Security (DES), Maximus-Arizona Works and the City of Mesa Housing Services Division enter into this Memorandum of Agreement to ensure that linkages are strengthened and/or developed to provide opportunities of self-sufficiency for low-income residents who reside in federally assisted housing (Section 8) and are enrolled in the state's public assistance programs. The efforts to move low income residents off welfare and out of federally assisted housing can occur when the agencies responsible for operating these programs work together.

In cases where HUD and DES have the primary responsibility for administering funding, oversight and enforcement directly to city departments or their designee divisions, this agreement is moot and follows the guidelines of the related Acts and regulations as set forth by law(s).

The expressed purpose of this Memorandum of Agreement is expressed to focus resources and foster resident self-sufficiency.

I. Goals and Objectives:

- To participate on joint task teams to ensure technical competence, expertise and consistency in delivering related program services.
- To develop improved coordination and communication mechanisms between the partners resulting in effective use of public resources and greater success of program participation.
- To improve data sharing and problem solving in areas where mutual clients are represented.
- To identify and resolve in a timely manner policy and program issues which are crosscutting and have significant impact on mutual clients.

III. Implementation Plan:

HUD, DES, Maximus-Arizona Works and the City of Mesa (designated department or division) will establish a formal cross-agency team to develop action plans and appropriate measures directed toward the desired goals and objectives.

IV. Cancellation

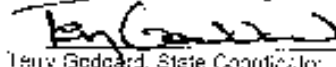
This Memorandum of Agreement may be cancelled pursuant to ARS 38-511 in the event there is a conflict of interest or for cause or convenience upon notice to the other parties.

V. Approvals:

This Memorandum of Agreement shall be deemed effective on the date of the last signature below:

Approved and Accepted for the U.S. Department of Housing and Urban Development:

U.S. Department of Housing and Urban Development

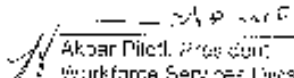
 11/02/01
Terry Goddard, State Coordinator Date
Arizona State Office HUD

Approved and Accepted for the Arizona Department of Economic Security:

Arizona Department of Economic Security

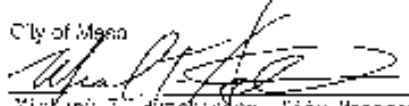
 10/26/01
John Clayton, Director Date

Approved and Accepted for Maximus-Arizona Works:

 10/26/01
Akbar Pineda, President Date
Workforce Services Division

Approved and Accepted for the City of Mesa:

City of Mesa

 9/24/01
Michael T. Hutchinson, City Manager Date

City of Mesa Housing Services Division

 9.18.01
Vicki Carona, Housing Director Date

ATTACHMENT I

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between
The U.S. Department of Housing and Urban Development
The Arizona Department of Economic Security
Maximus-Arizona Works
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- To provide data sharing and problem solving in areas where mutual clients are represented.
- To identify and resolve in a timely manner policy and program issues which are cross-cutting and have significant impact on mutual clients.

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HUD, DES, Maximus-Arizona Works and the City of Mesa (designated department or division) will establish a formal cross-agency team to develop action plans and appropriate measures in order toward the desired goals and objectives.

ATTACHMENT I

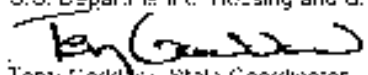
Cancellation

This Memorandum of Agreement may be canceled at any time as ARF 05-211 in the event there is a conflict of interest or business convenience upon notice to the other parties.

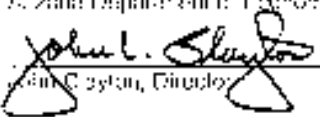
Approvals

This Memorandum of Agreement shall be deemed effective on the date of the last signature below.

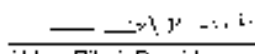
Approved and Accepted for the U.S. Department of Housing and Urban Development:

U.S. Department of Housing and Urban Development:
 11/08/01
Terry Gordinier, State Coordinator Date:
Arizona State Office HUD

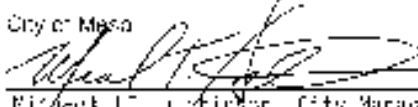
Approved and Accepted for the Arizona Department of Economic Security:

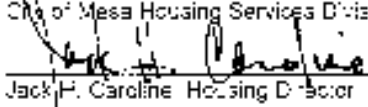
Arizona Department of Economic Security
 NOV 9 2001
John Clayton, Director Date:

Approved and Accepted for Maximus-Arizona Works:

 10/18/01
Akbar Pilot, President Date:
Workforce Services Division

Approved and Accepted for the City of Mesa:

City of Mesa
 9/24/01
Richard L. Griffin, City Manager Date

City of Mesa Housing Services Division
 9.18.01
Jack H. Caroline, Housing Director Date

HOUSING & HUMAN SERVICES ADVISORY BOARD
CITY OF MESA
MESA CITY COUNCIL CHAMBERS
57 EAST 1ST STREET, LOWER LEVEL
February 27, 2003
-MINUTES-

MEMBERS

Mr. Greg Holtz, Chairman
Dr. Carlos Vallejo
Ms. Teresa Colter
Mr. Michael Graham (Excused)
Mr. Bob Hascoria
Ms. Susan Klecka
Ms. Elaine Nelson (Excused)
Mr. Ken Selas

CITIZENS

Teresa Brice-Heames, Housing for Mesa
Alex Moreno, DES

STAFF

Ms. Debra DeCarmis
Ms. Ruth Anne Norris
Mr. Bryan Rames
Ms. Kathleen Kelly
Ms. Deborah Cooke
Ms. Lisa Wilson

WELCOME AND INTRODUCTIONS

Greg Holtz called the meeting to order at 6:00 pm and introduced members of the audience.

COMMENTS FROM CITIZENS

Teresa Brice-Heames spoke on behalf of the Mesa Association of Hispanic Citizens, which is hosting their Annual Reception for Social Service Agencies. The reception will be held on Monday, March 24, 2003 at 5:30 pm at 215 N. Robson. The purpose of the event is to bring together various social service agencies with members of the Latino community to exchange information and to network.

REVIEW MINUTES OF JANUARY 23, 2003 MEETING

A change was made to the January 23, 2003 meeting. Michael Graham was incorrectly recorded as absent. The record was changed to reflect that Michael Graham was in attendance of the January 23, 2003 meeting.

Susan Klecka moved to approve the minutes as corrected. Dr. Carlos Vallejo seconded the motion. The minutes were approved unanimously.

REVIEW HOUSING MONTHLY REPORTS

Ruth Anne Norris of Housing Services summarized the Monthly Housing Report for January 2003. Board members were given copies of the report, which was streamlined to make it easier to understand.

Under the Section 8 Program, the item titled Housing Vouchers reflects an increase of 66 new vouchers that came to Mesa Housing Services in January.

In Section 2, Item D indicates the number of Family Self-Sufficiency (FSS) Participants is 85. A Profile Report was attached to the monthly report to provide additional details of the program.

There is a new item located under the Escobedo Affordable Housing Program Occupancy Rate called "number of units leased". Currently there are 2 units in preparation to be leased and are not to be considered vacant.

Graphs have been added to the report. The Chart titled Requests for Housing shows trends and demand for housing from the years 1999 through 2002 indicating the number of people who call or walk into Housing Services. The other chart, titled Families Housed, reflects periods when additional vouchers were received. Ms. Norris clarified to the Board that the graph showing Families Housed includes Section 8 and Escobedo.

The Glossary in Terms was provided to the Board as Greg Holtz requested. Ms. Norris accepted and answered any questions from the Board.

REVIEW AND APPROVAL OF PIA PLANS

Deborah Cooke, Senior housing Specialist, returned to answer questions regarding the Public Housing Authority (PHA) Plan.

Mr. Holtz asked if the City of Mesa is a HUD funded Housing Authority and if the \$10 million is for fiscal year 2004-2005.

Ms. Cooke stated that the City of Mesa's Section 8 program is HUD funded but Escobedo, City of Mesa's affordable housing is not. The \$10 million include funding from HUD for Housing Rehabilitation, the PHS Coordinator, and the Home Ownership Coordinator for one fiscal year. The numbers have increased because the needs have increased, making the waiting list for housing longer.

The 5 year Consolidated Plan was discussed. Mr. Holtz requested that the members be provided with a copy at the next meeting. Kathleen Kelly suggested providing copies of the Executive Summary only due to the size of the document.

Mr. Holtz took a motion to recommend or not recommend the plan. Ms. Klucka moved to approve the Public Housing Authority Plans presented by Deborah Cooke. Ker Salas seconded the motion. A vote was taken and the item passed unanimously.

REVIEW OF CDBG/HOME APPLICATIONS

Kathleen Kelly referred to the 1994 CDBG/HOME Application. Information was sent out to the Board for review prior to the meeting with the relevant materials of each application for housing and public service activities. A list of all applications received for the federal programs were provided along with a copy of the City of Mesa's policy guidelines. Ms. Kelly asked if there were any questions regarding the housing and public services applications received for CDBG and HOME. Ms. Kelly stated that this is not staff's final recommendation. It is an initial recommendation because they have not yet received official notification of the funding allocations.

Ms. Kelly added that this year, a 30-day Public Comment period will be held to allow citizens to provide comments. The Public Hearing will be held Monday, March 2, 2003 at 5:45 pm in the lower level Council Chambers.

Ms. Kelly stated that estimates of a \$600,000 increase in CDBG from HUD would be received due to the revision of the 2000 Census data. HOME will increase but the increase will be based on contributions from community members so those numbers have not been finalized. JSG is estimated to be \$123,000. This is an increase of \$1,000.

The Public Comment period ends on Wednesday, April 2, 2003, after which the City Council is scheduled to approve the final allocations and programs during the April 7, 2003 regular Council meeting.

A binder was provided to the Board containing the staff recommendations for funding information. Comments can be made on the web site at www.cityofmesa.org/econrev and anyone can access the site to submit comments.

CONDUCT A PUBLIC HEARING ON ESG RECOMMENDATIONS

Ms. Kelly explained that Federal regulations require that a series of Public Hearings be held. Those Public Hearings are for citizen comments and input. This year staff felt it was more appropriate that the Public Hearing for ESG be held in front of this Board as they consider staff's recommendations for ESG and give final approval. The Board will open the Public hearing, take comments, close the Public Hearing, and take formal action on making approval of staff recommendations as they see fit for the ESG program.

Mr. Holtz opened up a Public Hearing and asked if anyone wanted to make comments on the ESG program funding. Kim LaFrance of NIDCC asked what the proposals were. Mr. Holtz stated that there are 3 items under ESG, Prehab Autism House, Prehab La Mesita and East Valley Men's Center. The recommendation is to allocate level funding from FY 2002, with the exception of an additional \$1000 to Prehab Autism House. These recommendations are Prehab Autism House, \$30,500; Prehab La Mesita, \$25,000; and East Valley Men's Center is \$65,500.

There were no public comments.

REVIEW AND APPROVAL OF ESG RECOMMENDATIONS

Mr. Holtz closed the Public Hearing and took a motion for these allocations. Mr. Nickeia recommended approval of the ESG program allocation of funds. Teresa Cotton seconded the motion. The motion passed unanimously.

STAFF REPORT

Debbra Determan advised the Board that today is the day that a statewide "Point in Time Study" and survey of the homeless was conducted. Statewide all shelters and facilities counted the number of homeless utilizing their services. The Mesa Police Department has been going out into the community and doing the count. We hope to be able to provide the Board with information regarding the numbers soon.

Debbra stated that the Earned Income Tax Credit Program has successfully gotten under way. There are 7 sites that are available. Just in the first few weeks there have been more families served than all of last year. The publicity has helped tremendously in getting the word out. Additional funds in the community will help the City, non profits and individuals with expenses. We hope to help the IRS on an ongoing basis.

The City of Mesa, along with Mesa United Way, Tempe, Chandler, Gilbert, Scottsdale, the Valley of the Sun United Way, and The Maricopa County of Governments has been involved in the Needs Assessment process. A consulting team, which includes Tim Smith and Sandra Clements, has been hired and they are meeting with a coalition of people from other agencies. Our hope is to get the H&HSAB involved in the process. The results are going to be very instrumental in how we do

allocations for the next few years. We hope that a similar approach will be done in the West Valley and Phoenix in the near future. The process will be rolled throughout Maricopa County in an attempt to receive updated data. The information will aid in serving the community.

Neighborhood Outreach has been asked to get involved and provide individuals from various neighborhoods that will be trained as facilitators. They will then go back and form focus groups to gain input from those groups. We are currently recruiting facilitators from each Council District to hold focus groups. Focus groups will be held throughout the community. If you have an interest in doing that, please get in touch with Nichole Wamble at the Office of Human Services.

Mr. Harty stated this could eliminate agencies justifying their needs at different times of the year to different groups.

Ms. Determan advised the Board that this is her last H&HSAB meeting as she has resigned her position with the City of Mesa and accepted a new position with the Maricopa Association of Governments. Ms. Determan hopes to continue her relationship with the City of Mesa and the Board members. Dr. Vallejo stated that Ms. Determan would be missed and hoped that the Board would be involved in making recommendations for her replacement.

During the February 24, 2003 Council Meeting, Mexican Consular cards were discussed. These are identification cards issued by the Mexican Government. A presentation by Mary Beranet of the Diversity Office was made to the City Council that would allow City of Mesa offices to recognize the cards as a legitimate form of identification. This would allow individuals to obtain various City services such as utilities. Many City offices already recognize the cards as identification per the Mesa City Council has made use of the cards official.

The MesaCAN spending plan was discussed. Mr. Holtz stated that the report had sufficient information but would preferred that it be easier to understand.

There are 2 vacancies on the H&HSAB. Additionally, in June the terms of Elaine Nelson and Greg Holtz will expire. Ms. Determan discussed the procedure in which individuals interested in serving on the Board will be recruited and elected. Mayor Hawker will make the final appointments. Eric Noronberg is to be given information on interested individuals.

Ms. Determan stated that the General Fund has \$990,000 to allocate. Going into this cycle there will be approximately \$400,00 less than last year to allocate. This represents both the decreases from the general fund and the loss of the match from the ABC program. Ms. Determan reiterated that the general fund and ABC allocations were combined this year to help streamline the allocation processes.

Ms. Determan suggested comparing United Way applications with General Fund and ABC applications as to which agency is requesting what type of funding and where the funding will come from.

There was discussion regarding making recommendations too quickly. Ms. Determan stated that this is the second reduction to the general fund and that staff is using a projection for the ABC funds and will have a better idea of the total amount available to allocate in the April/May timeframe. The Board should be prepared to make recommendations but caution is advised on making any final decisions. Members of the Board stated that any comments from the staff regarding recommendations would be helpful.

REVIEW NEXT MEETING SCHEDULE

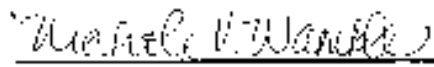
The Board discussed reverting to their original meeting time of 5:30 pm effective at the March meeting. Dr. Vallejo made a motion to changing the time to 5:30 p.m. Ms. Klecka seconded the motion. The motion passed unanimously.

ADJOURN

Mr. Holtz took a motion to adjourn. Ms. Klecka moved to adjourn and Ms. Cotton seconded the motion.

The meeting adjourned at 7:05 pm.

Respectfully Submitted,



Nichole Wamble, Human Services Specialist

ATTACHMENT K

RESIDENT ADVISORY BOARD RECOMMENDATIONS

Resident Advisory Board Members

Dina Duke, 510 E McKellips Rd #248 Mesa AZ 85203
Erin Payne, 2650 E McKellips Rd #217 Mesa AZ 85203

5-Year Plan 2000 -2004

- Implement a program for those who have vouchers to become self-sufficient. Program to include:
 - Limit period of time to accomplish goal to become self-sufficient.
 - Encourage and assist with education and full-time employment.
 - Increased assistance with affordable homeownership.
 - Provide time limit to gain stability and financial security (i.e., one year maximum).

The results would lead to participants becoming self-sufficient and no longer needing housing assistance, would make vouchers available for others who need help, and would eliminate participants unwilling to improve their circumstances and taking advantage of the program (excluding those with disabilities, those unable to work, and the elderly).

Annual Plan 2003

- The length of time people have to wait for assistance is too long. The plan mentioned above [in the 5-Year Plan] would help assist more people.
- The 30 percent rule that determines tenant rent is too high! A percent age needs to be calculated to include other important necessities, such as health insurance, transportation (car payments), and other needs.
- The plan does not target "at risk" families, but not as much as needed.
- The plan adequately provides solutions for deconcentration. Over the years more landlords are participating in the Section 8 program. This has been nice

"I feel that those who are qualified to participate in this wonderful program need to take this opportunity to grow. People who want to be lazy and not progress should be eliminated from the program. There are too many people who need help and are unwilling to work hard. I feel this program should be designed to help those who want to help themselves." *Dina Duke*

!

lling

ATTACHMENT L



CITYOFMESA

HOUSINGSERVICESDIVISION

**SECTION 8 HOUSING CHOICE VOUCHER
PROGRAM**

ADMINISTRATIVE PLAN

REVISED 2003

EQUAL HOUSING
OPPORTUNITY

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SECTION 8 ADMINISTRATIVE PLAN

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the **City of Mesa Housing Services Division** to comply fully 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 ground 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 **City of Mesa Housing Services Division** housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the **City of Mesa Housing Services Division** will provide Federal/State/local information to applicants for and participants in the Section 8 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 **City of Mesa Housing Services Division** office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The **City of Mesa Housing Services Division** will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The **City of Mesa Housing Services Division** will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

1.2 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the **City of Mesa Housing Services Division** 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 fully 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 **City of Mesa Housing Services Division** will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the **City of Mesa Housing Services Division** will ensure that all

applicants/participants are aware of the opportunity to request reasonable accommodations.

1.3 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation Form.

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

All decisions granting or denying requests will be in writing.

1.4 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor a person with disabilities? For this purpose the definition of 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 impairment, or is regarded as having such impairment. (The disability may not be apparent to others, i.e., a heart condition).

The **City of Mesa Housing Services Division** will obtain verification that the person is a person with a disability requiring a reasonable accommodation.

B. Is the requested accommodation related to the disability? The **City of Mesa Housing Services Division** will obtain documentation that the requested accommodation is needed due to the disability. The **City of Mesa Housing Services Division** 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 in the business conducted by the City of Mesa Housing Services Division? The **City of Mesa Housing Services Division**'s business is housing. For instance, the **City of Mesa Housing Services Division** would deny a request to have the **City of Mesa Housing Services Division** do grocery shopping for the person with disabilities.
2. Would the requested accommodation create an undue financial hardship or

administrative burden? If the cost would be an undue burden, the **City of Mesa Housing Services Division** may request a meeting with the individual to investigate and consider equally effective alternatives.

.1 ***EXAMPLES OF REASONABLE ACCOMMODATION***

Examples of accommodations that may be requested and approved include, but are not limited to:

- A. Arranging home visits for disabled persons unable to come into the HA office.
- B. Furnishing a list of accessible units for rent.
- C. Rescheduling an interview appointment due to disability -related issues.
- D. Issuing assistance for an additional bedroom to accommodate special disability -related needs, such as a live -in aide or bulky medical equipment.
- E. Extending a voucher term if the participant has difficulty locating a unit due to a disability.
- F. Allowing a reasonable extension of time so that a person with disabilities can complete program requirements.
- G. Making an exception to Fair Market Rents or Voucher Payment Standards as allowable under HUD regulations.
- H. Making an exception to the “renting to relatives” rule (except where prohibited by Federal law).

The **City of Mesa Housing Services Division** retains the right to be shown how the requested accommodation enables the individual to access or use the **City of Mesa Housing Services Division**’s programs or services.

If more than one accommodation is equally effective in providing access to the **City of Mesa Housing Services Division**’s programs and services, the **City of Mesa Housing Services Division** retains the right to select the most efficient or economic choice.

A rental unit may be physically modified at the participant’s expense. The owner may ask for verification that the requested modifications are necessary for a disabled family member to live in the unit. The owner may also require the renter to restore the premises to its original condition (reasonable wear and tear excepted) when the participant moves out and may collect a deposit to ensure that the restoration can be made.

An applicant or participant family with a disabled member must be able to meet the essential obligations of both the Section 8 Assisted Housing Program and the lease

agreement with the owner. An applicant or participant may meet their obligations independently or with assistance from another person or agency. Any request for an accommodation that would enable a participant to materially violate family obligations will not be approved.

1.6 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

The **City of Mesa Housing Services Division** will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages will be covered: Spanish, German, and French.

2.0 FAMILY/OWNER OUTREACH

The **City of Mesa Housing Services Division** will publicize the availability and nature of the Section 8 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 persons, who cannot or do not read newspapers, the **City of Mesa Housing Services Division** will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The **City of Mesa Housing Services Division** will also try to utilize public service announcements.

The **City of Mesa Housing Services Division** will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

The **City of Mesa Housing Services Division** will hold briefings for owners who participate in or who are seeking information about the Section 8 Program. The briefings will be conducted in association with the **Chandler-Tempe-Mesa Board of Realtors** and other such groups. Owners and managers participating in the Section 8 Program will participate in making this presentation. The briefing is intended to:

- A. Explain how the program works,
- B. Explain how the program benefits owners,
- C. Explain owners' responsibilities under the program. Emphasis is placed on quality screening and ways the **City of Mesa Housing Services Division** helps owners do better screening; and
- D. Provide an opportunity for owners to ask questions, obtain written materials, and meet **City of Mesa Housing Services Division** staff.

The **City of Mesa Housing Services Division** will particularly encourage owners of suitable units located outside of low-income or minority concentration to attend. Targeted mailing lists will be developed and announcements mailed.

2.1 RIGHT TO PRIVACY

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

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

2.2 REQUIRED POSTINGS

The **City of Mesa Housing Services Division** will post in each of its offices in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. The Section 8 Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address of all **City of Mesa Housing Services Division** offices, office hours, telephone numbers, TDD numbers, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- G. Equal Opportunity in Employment Poster

3.0 CITY OF MESA HOUSING SERVICES DIVISION/OWNER RESPONSIBILITY/OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the **City of Mesa Housing Services Division**, the Section 8 Owners/Landlords, and the participating families.

3.1 CITY OF MESA HOUSING SERVICES DIVISION RESPONSIBILITIES

- A. The **City of Mesa Housing Services Division** will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the **City of Mesa Housing Services Division** Section 8 Administrative Plan.
- B. In administering the program, the **City of Mesa Housing Services Division** must:
1. Publish and disseminate information about the availability and nature of housing assistance under the program;
 2. Explain the program to owners and families,
 3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;
 4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration,
 5. Affirmatively further fair housing goals and comply with equal opportunity requirements,
 6. Make effort to help disabled persons find satisfactory housing,
 7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;
 8. Determine who can live in the assisted unit at admission and during the family's participation in the program;
 9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5;
 10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum,
 11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy;
 12. Determine the amount of the housing assistance payment for a family,
 13. Determine the maximum rent to the owner and whether the rent is reasonable,

14. Make timely housing assistance payments to an owner in accordance with the HAP contract,
15. Examine family income, size and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information,
16. Establish and adjust **City of Mesa Housing Services Division** utility allowance;
17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the **City of Mesa Housing Services Division**, if the owner defaults (e.g., HQS violation);
18. Determine whether to terminate assistance to a participant family for violation of family obligations,
19. Conduct informal reviews of certain **City of Mesa Housing Services Division** decisions concerning applicants for participation in the program,
20. Conduct informal hearings on certain **City of Mesa Housing Services Division** decisions concerning participant families,
21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and
22. Administer an FSS program.

3.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.
- B. The owner is responsible for:
 1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
 2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
 3. Complying with the equal opportunity requirements.

4. Preparing and furnishing to the **City of Mesa Housing Services Division** information required under the HAP contract.
 5. Collecting from the family:
 - a. Any security deposit required under the lease.
 - b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment).
 - c. Any charges for unit damage by the family.
 6. Enforcing tenant obligations under the lease.
 7. Paying for utilities and services (unless paid by the family under the lease.)
- C. For provisions on modification of a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

3.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

- A. Supplying required information.
 1. The family must supply any information that the **City of Mesa Housing Services Division** or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
 2. The family must supply any information requested by the **City of Mesa Housing Services Division** or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
 3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
 4. Any information supplied by the family must be true and complete.
- B. HQS breach caused by the Family

The family is responsible for any HQS breach caused by the family or its guests.
- C. Allowing **City of Mesa Housing Services Division** Inspection

The family must allow the **City of Mesa Housing Services Division** to inspect the unit at reasonable times and after at least 2 days notice.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. Family Notice of Move or Lease Termination

The family must notify the **City of Mesa Housing Services Division** and the owner in writing before the family moves out of the unit or terminates the lease.

F. Owner Eviction Notice

The family must promptly give the **City of Mesa Housing Services Division** a copy of any owner eviction notice it receives.

G. Utilities and Appliances

1. The family must pay utility bills they are responsible for.
2. The family must provide and maintain any appliance the landlord does not provide.

H. Use and Occupancy of the Unit

1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
2. The **City of Mesa Housing Services Division** must approve the composition of the assisted family residing in the unit. The family must promptly inform the **City of Mesa Housing Services Division** of the birth, adoption or court-awarded custody of a child. The family must request approval from the **City of Mesa Housing Services Division** to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph(4) of this Section).
3. The family must promptly notify the **City of Mesa Housing Services Division** if any family member no longer resides in the unit.
4. If the **City of Mesa Housing Services Division** has given approval, a foster child/foster adult or live-in aide may reside in the unit. The **City of**

Mesa Housing Services Division has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the **City of Mesa Housing Services Division** consent may be given or denied.

5. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
6. The family must not sublease or let the unit.
7. The family must not assign the lease or transfer the unit.
8. The family must not damage the unit or premises or allow any guest to damage the unit or premises.

J. Absence from the Unit

The family must supply any information or certification requested by the **City of Mesa Housing Services Division** to verify that the family is living in the unit, or relating to family absence from the unit, including any **City of Mesa Housing Services Division** requested information or certification on the purposes of family absences. The family must cooperate with the **City of Mesa Housing Services Division** for this purpose. The family must promptly notify the **City of Mesa Housing Services Division** of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the **City of Mesa Housing Services Division** for absences exceeding 30 days. The **City of Mesa Housing Services Division** will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization
2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
3. Other absences that are deemed necessary by the **City of Mesa Housing Services Division**

K. Interest in the Unit

The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space).

L. Fraud and Other Program Violation

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the programs.

M. Crime by Family Members

The members of the family must not engage in drug -related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity.

N. Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 tenant based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

O. Leasing from Relatives

1. The family may not rent a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family.
2. If the participant family has a family member who is a person with disabilities, they may request reasonable accommodation to rent such a unit.

4.0 ELIGIBILITY REQUIREMENTS FOR ADMISSION

4.1 INTRODUCTION

There are five eligibility requirements for admission to Section 8 -- qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security Numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the **City of Mesa Housing Services Division** screening criteria in order to be admitted to the Section 8

Program.

4.2 **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 lives 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 purposes 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 62 years of age;
 - b. Two or more persons who are at least 50 years of age but below the age of 62 and living together; or
 - c. One or more persons who are at least 50 years of age but below the age of 62 and 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** is a family in which each member, or whose sole member, has been displaced by government 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, or a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program shall be a low income family that is: -

a. A very low -income family;

b. A low -income family continuously assisted under the 1937 Housing Act,

c. A low -income family that meets additional eligibility criteria specified by the Mesa Housing Services Division,

d. A low -income family that is a non -purchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident home ownership program under 24 CFR 248.173;

c. A low -income family or moderate -income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low -income housing.

f. A low -income family that qualifies for voucher assistance as a non -purchasing family residing in a HOPE 1 (HOPE for public housing home ownership) or HOPE 2 (HOPE for home ownership of multifamily units) project. -

2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.

3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the Mesa Housing Services Division's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
4. Families who are moving into the **City of Mesa Housing Services Division's** jurisdiction under portability and have the status of applicant rather than of participant at their initial Mesa Housing Services Division, must meet the income limit for the area where they were initially assisted under the program.
5. Families who are moving into the **City of Mesa Housing Services Division's** jurisdiction under portability and are already program participants at their initial Mesa Housing Services Division do not have to meet the income eligibility requirement for the **City of Mesa Housing Services Division** program.
6. Income limit restrictions do not apply to families transferring units within the **City of Mesa Housing Services Division Section 8 Program**.

C. Citizenship/Eligible Immigrant status

To be eligible each member of the family must be a citizen, national, or a non-citizen 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)).

Family eligibility for assistance

1. 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.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 11.5(K) for calculating rents under the non-citizen rule).
3. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security Number or certify that they do not have one.

E. Signing Consent Forms

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

.1 ***SUITABILITY FOR TENANCY.***

The **City of Mesa Housing Services Division** determines eligibility for participation and may include criminal background checks on all adult household members, including live-in aides. The **City of Mesa Housing Services Division** will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the **City of Mesa Housing Services Division** may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The **City of Mesa Housing Services Division** will check with the State sex offender

registration program and will ban for life any individual who is registered as a lifetime sex offender.

Screening for tenant suitability, including criminal background and credit checks, is primarily the responsibility of the owner/landlord. Upon the request of a prospective owner/landlord, the **City of Mesa Housing Services Division** will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

5.0 MANAGING THE WAITING LIST

5.1 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced via public notice that applications for Section 8 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 whom may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for Section 8. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

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

5.2 TAKING APPLICATIONS

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications will be accepted at the **City of Mesa Housing Services Division** office at 415 N. Pasadena, Mesa, AZ 85201, or other location as designated by the **City of Mesa Housing Services Division** and identified in the public notices.

Applications are taken to compile a waiting list. Due to the demand for Section 8 assistance in the **City of Mesa Housing Services Division** jurisdiction, the **City of Mesa Housing Services Division** may take applications on an open enrollment basis, depending on the length of the waiting list.

When the waiting list is open, completed applications will be accepted from all applicants. The **City of Mesa Housing Services Division** will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

Applications will be made in person at the **City of Mesa Housing Services Division** office located at 415 N. Pasadena, Mesa, AZ 85201. The days and hours will be specified in the notice, which opens the waiting list for applications.

The completed application will be dated and time stamped upon receipt by the **City of Mesa Housing Services Division**.

Persons with disabilities who require a reasonable accommodation in completing an application may call the **City of Mesa Housing Services Division** to make special arrangements to complete their application. Telecommunication for the hearing or speech impaired is available through Arizona Relay Service. They can be reached through TTY/ASCII at **1-800-367-8939**.

E-mail is another option for contacting the housing division. Each employee has his or her own e-mail address, which may be obtained by contacting the receptionist.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information including name, address, phone number, family composition and family unit size, racial or ethnic designation of the head of household, income category, and information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the families pre-application, the **City of Mesa Housing Services Division** will make a preliminary determination of eligibility. The **City of Mesa Housing Services Division** will notify the family in writing of the date and time of placement on the waiting list and the approximate amount of time before housing assistance may be offered. If the **City of Mesa Housing Services Division** determines the family to be ineligible, the notice will state the reasons therefore and offer the family the opportunity of an informal review of this determination.

An applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The **City of Mesa Housing Services Division** will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The **City of Mesa Housing Services Division** will ensure that verification of all preferences, eligibility, suitability selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

5.3 **ORGANIZATION OF THE WAITING LIST**

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

- A. The application will be a permanent file,
- B. All applications will be maintained in order of preference(s) and then in order of date and time of application,
- C. Any contact between the **City of Mesa Housing Services Division** and the applicant will be documented in the applicant file.

Note: The waiting list cannot be maintained by bedroom size under current HUD regulations.

5.4 **FAMILIES NEARING THE TOP OF THE WAITING LIST**

When a family appears to be within 2 months of being offered assistance, the family will be invited to an interview and the verification process will begin. 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 **City of Mesa Housing Services Division** 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 complete a full application, present Social Security Number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

5.5 **MISSED APPOINTMENTS**

All applicants who fail to keep a scheduled appointment in accordance with the paragraph below will be sent a notice of denial.

The **City of Mesa Housing Services Division** will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, the **City of Mesa Housing Services Division** 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.

5.6 **PURGING THE WAITING LIST**

The **City of Mesa Housing Services Division** will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested

families. Purging also enables the Mesa Housing Services Division to update the information regarding address, family composition, income category and preferences.

5.7 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The **City of Mesa Housing Services Division** will not remove an applicant's name from the waiting list unless:

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

5.8 GROUNDS FOR DENIAL

The **City of Mesa Housing Services Division** will deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria,
- B. Do not supply information or documentation required by the application process,
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program,
- D. Fail to complete any aspect of the application or lease application process,
- E. 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 caused damage to the property.
- F. Currently owes rent or other amounts to any Mesa Housing Services Division in connection with the public housing or Section 8 Programs.
- G. 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 therefrom;
- H. Have a family member who was evicted from public housing within the last three years,

- I. Have a family member who was 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;
- J. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The **City of Mesa Housing Services Division** may waive this requirement if:
 - 1. The person demonstrates to the **City of Mesa Housing Services Division**'s satisfaction that the person is no longer engaging in drug -related criminal activity or abuse of alcohol.
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program.
 - 3. The person has otherwise been rehabilitated successfully.
 - 4. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any City of Mesa Housing staff or residents.
- L. Have a family household member who has been terminated under the Section 8 Voucher Program during the last three years.
- M. Have a family member who has been convicted of manufacturing or producing metamphetamine (speed) (Denied for life).
- N. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).

5.9 NOTIFICATION OF NEGATIVE ACTIONS

The **City of Mesa Housing Services Division** will notify any applicant who is being removed from the waiting list in writing that they have ten (10) business 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 timeframe specified. The **City of Mesa Housing Services Division**'s system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond

to a request for information or updates was caused by the applicant's disability, the **City of Mesa Housing Services Division** will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the **City of Mesa Housing Services Division** will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. 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.

5.10 INFORMAL REVIEW

If the **City of Mesa Housing Services Division** determines that an applicant does not meet the criteria for receiving Section 8 assistance, the **City of Mesa Housing Services Division** will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The **City of Mesa Housing Services Division** will describe how to obtain the informal review. The informal review process is described in Section 16.2 of this Plan.

6.0 SELECTING FAMILIES FROM THE WAITING LIST

6.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Mesa Housing Services Division may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the **City of Mesa Housing Services Division** will use the assistance for those families.

6.2 PREFERENCES

The **City of Mesa Housing Services Division** will select families based on the following preferences:

- A. Living or working in City of Mesa (applicant must be contributing toward household expenses or must be physically employed by an employer within the City of Mesa).
- B. Applicant head or spouse is enrolled in an employment training program, or attending school on a full-time basis.
- C. Applicant or spouse is currently working (20) hours a week or more.
- D. Applicant or spouse is 65 years old or older.

- E. Applicant or spouse is disabled (families who head or spouse is receiving income based on their inability to work).
- F. All other applicants who do not meet the definitions in the other preference categories.

6.3 SELECTION FROM THE WAITING LIST

Based on the above preferences, families with a combination of two or more preferences will be offered housing assistance before families with fewer preferences. The date and time the pre-application was received by the **City of Mesa Housing Services Division** will be the determining factor.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, the **City of Mesa Housing Services Division** retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Mesa Housing Services Division will monitor incomes of newly admitted families and the income of the families on the waiting list.

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

21.0 SUBSIDY STANDARDS

7.1 ASSIGNMENT OF BEDROOM SIZES – INITIAL ASSISTANCE

The **City of Mesa Housing Services Division** will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family’s level of assistance. The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding. The following guidelines will determine each family’s unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4

3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the **City of Mesa Housing Services Division** 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 temporarily in foster care.

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of six, will share a bedroom.
- C. Adults and children will not be required to share a bedroom except in the case of a single parent with a child age 4 or over. In this case, they may share a bedroom.
- A. Foster adults and children will not be required to share a bedroom with family members.
- B. Two elderly or disabled household members may be given separate bedrooms.
- C. Live-in aides will get a separate bedroom.

The **City of Mesa Housing Services Division** will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary. **A family will not receive approval to add a separate family (2 or more members) to the household.**

The family unit size will be determined by the **City of Mesa Housing Services Division** in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

7.2 ASSIGNMENT OF BEDROOM SIZES - CONTINUED ASSISTANCE

For the purpose of **continued assistance**, a family is considered overcrowded if there are more than two persons per bedroom and/or living room. An additional bedroom may not

be allocated to a family unless there is a verifiable medical necessity. (See Reasonable Accommodation)

8.0 INITIAL ASSISTANCE

8.1 BRIEFING

When the **City of Mesa Housing Services Division** selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to receive a voucher the family is required to attend the briefing. If they do not attend the originally scheduled briefing, and have not rescheduled prior to that briefing, they will be denied admission.

If an applicant with a disability requires auxiliary aids to gain full benefit from the briefing, the Mesa Housing Services Division will furnish such aids where doing so would not result in a fundamental alteration of the nature of the program or in an undue financial or administrative burden. In determining the most suitable auxiliary aid, the Mesa Housing Services Division will give primary consideration to the requests of the applicant. Families unable to attend a briefing due to a disability may request reasonable accommodations such as having the briefing presented at an alternate location such as the applicant's home.

The briefing will cover at least the following subjects:

- A. A description of how the program works;
- B. Family and owner responsibilities;
- C. Where the family may rent a unit, including inside and outside the Mesa Housing Services Division's jurisdiction;
- D. Types of eligible housing;
- E. For families qualified to lease a unit outside the Mesa Housing Services Division's jurisdiction under portability, an explanation of how portability works;
- F. An explanation of the advantages of living in an area that does not have a high concentration of poor families; and
- G. An explanation of what the family's share of rent may not exceed 40% of the family's monthly-adjusted income.

8.2 PACKET

During the briefing, the Mesa Housing Services Division will give the family a packet covering at least the following subjects:

- A. The term of the voucher and the Mesa Housing Services Division's policy on extensions and suspensions of the term. The packet will include information on how to request an extension.
- B. How the Mesa Housing Services Division determines the housing assistance payment and total tenant payment for the family.
- C. Information on the payment standard, and the utility allowances schedule.
- D. How the Mesa Housing Services Division determines the maximum rent for an assisted unit.
- E. Where the family may lease a unit. For families qualified to lease outside the Mesa Housing Services Division's jurisdiction, the packet includes an explanation of how portability works.
- F. The HUD -required tenancy addendum that provides the language that must be included in any assisted lease.
- G. The Request for Approval of Tenancy form and an explanation of how to request Mesa Housing Services Division approval of a unit.
- H. A statement of the Mesa Housing Services Division's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the Mesa Housing Services Division to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the Mesa Housing Services Division will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug -related criminal activity or any violent criminal activity.
- I. The Mesa Housing Services Division's subsidy standards, including when the Mesa Housing Services Division will consider granting exceptions to the standards;
- J. The HUD brochure on how to select a unit ("A Good Place to Live");
- K. The HUD -required lead -based paint brochure;
- D. Information on Federal, State, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;"

- E. Notice that if the family includes a person with disabilities, the family may request a current list of accessible units known to the **City of Mesa Housing Services Division** that may be available;
- N. The family's obligations under the program;
- O. The grounds upon which the Mesa Housing Services Division may terminate assistance because of the family's action or inaction;
- P. **City of Mesa Housing Services Division** informal hearing procedures, including when the Mesa Housing Services Division is required to provide the opportunity for an informal hearing, and information on how to request a hearing; and
- Q. The **City of Mesa Housing Services Division**'s Owner Manual. This manual can be given by the applicant to a prospective owner to help explain the program.

8.3 **ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY**

Beginning October 1, 1999, the **City of Mesa Housing Services Division** will issue only Housing Choice Voucher. Treatment of previously issued vouchers will be dealt with as outlined in Section 21.0 Transition to the New Housing Choice Voucher Program.

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the initial briefing, the **City of Mesa Housing Services Division** will issue the voucher. At this point the family begins their search for a unit.

When the family finds a unit that the owner is willing to lease under the program, the family and the owner will complete and sign the HUD required forms and the request for approval of the tenancy form. The family will submit the proposed lease and the request form to the Mesa Housing Services Division during the term of the voucher. The Mesa Housing Services Division will review the request, and the HUD required forms and make an initial determination of approval of tenancy. The Mesa Housing Services Division may assist the family in negotiating changes that may be required for the tenancy to be approvable. Once it appears the tenancy may be approvable, the Mesa Housing Services Division will schedule an appointment to inspect the unit within 15 days after the receipt of inspection request from the family and owner. The 15-day period is suspended during any period the unit is unavailable for inspection. The Mesa Housing Services Division will promptly notify the owner and the family whether the unit and tenancy are approvable.

During the initial stage of qualifying the unit, the Mesa Housing Services Division will

provide the prospective owner with information regarding the program. Information will include Mesa Housing Services Division and owner responsibilities for screening and other essential program elements. The Mesa Housing Services Division will provide the owner with the family's current and prior address as shown in the Mesa Housing Services Division records along with the name and address (if known) of the landlords for those addresses.

Screening for tenant suitability is the responsibility of the owner. All owners are urged to run credit and criminal background checks on all prospective tenants. Upon request by a prospective owner, the Mesa Housing Services Division will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with standard material lease terms.

8.4 TERM OF THE VOUCHER

The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher.

The Mesa Housing Services Division may grant one or more extensions of the term, but the initial term plus any extensions will never exceed 120 calendar days from the initial date of issuance. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. If the family documents their efforts and additional time can reasonably be expected to result in success, the Mesa Housing Services Division will grant the length of requests sought by the family or 60 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the Mesa Housing Services Division will grant an extension allowing the family the full 120 days search time.

Upon submittal of a completed request for approval of tenancy form, the **City of Mesa Housing Services Division** will suspend the term of the voucher. The term will be in suspension until the date the Mesa Housing Services Division provides notice that the request has been approved or denied. This policy allows families the full term (60 days, or more with extensions) to find a unit, not penalizing them for the period during which the Mesa Housing Services Division is taking action on their request. A family may submit a second request for approval of tenancy before the Mesa Housing Services Division finalizes action on the first request. In this case the suspension will last from the date of the first submittal through the Mesa Housing Services Division's action on the second submittal. No more than two requests will be concurrently considered.

8.5 APPROVAL TO LEASE A UNIT

The **City of Mesa Housing Services Division** will approve a lease if all of the following conditions are met:

- A. The unit is eligible.
- B. The unit is inspected by the Mesa Housing Services Division and passes HQS.
- C. The lease is approvable and includes the language of the tenancy addendum.
- D. The rent to owner is reasonable.
- E. The family's share of rent does not exceed 40% of their monthly -adjusted income.
- F. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or the Mesa Housing Services Division; and
- G. The family continues to meet all eligibility and screening criteria.

If tenancy approval is denied, the Mesa Housing Services Division will advise the owner and the family in writing and advise them also of any actions they could take that would enable the Mesa Housing Services Division to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

- A. The unit passes the Mesa Housing Services Division HQS inspection.
- B. The family's share of rent does not exceed 40% of their monthly -adjusted income.
- C. The landlord and tenant sign the lease to include the HUD required addendum; and
- D. The Mesa Housing Services Division approves the leasing of the unit.

The Mesa Housing Services Division will prepare the contract when the unit is approved for tenancy. Generally, the landlord, simultaneously with the signing of the lease and the HUD required tenancy addendum, will execute the contract. Upon receipt of the executed lease and the signed contract by the landlord, the Mesa Housing Services Division will execute the contract. The Mesa Housing Services Division will not pay any housing assistance to the owner until the contract is executed.

In no case will the contract be executed later than 60 days after the beginning of the lease term.

Any contract executed after the 60 -day period will be void and the Mesa Housing Services Division will not pay housing assistance to the owner.

8.6 CITY OF MESA HOUSING SERVICES DIVISION DISAPPROVAL OF OWNER

The Mesa Housing Services Division will deny participation by an owner at the direction of HUD. The Mesa Housing Services Division will also deny the owner's participation on for any of the following reasons:

- A. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract.
- B. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
- C. The owner has engaged in drug -related criminal activity or any violent criminal activity.
- D. The owner has a history or practice of non -compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project -based Section 8 assistance or leased under any other Federal housing program.
- E. The owner has a history or practice of renting units that fail to meet State or local codes; or
- F. The owner has not paid State or local real estate taxes, fines, or assessments.
- F. The owner refuses (or has a history of refusing) to evict families for drug -related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 1. premises by tenants, **City of Mesa Housing Services Division** employees or owner employees; or
 - 2. residences by neighbors;
- H. Other conflicts of interest under Federal, State, or local law.

8.7 INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the Section 8 Tenant -Based Program:

- A. A public housing or Indian housing unit;
- B. A unit receiving project -based assistance under a Section 8 Program;

- C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
- D. College or other school dormitories;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- F. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and
- G. A unit receiving any duplicative Federal, State, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The **City of Mesa Housing Services Division** will not approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities:

- A. Congregate housing
- B. Group homes
- C. Shared housing
- D. Cooperative housing
- E. Single room occupancy housing

The **City of Mesa Housing Services Division** will approve leases for the following housing types:

- A. Single family dwellings (houses)
- B. Apartments
- C. Townhouses
- D. Condominiums
- E. Manufactured housing
- F. Manufactured home space rentals

8.8 SECURITY DEPOSIT

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damage to the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

9.0 MOVES WITH CONTINUED ASSISTANCE

Participating families are allowed to move to another unit after the initial 12 months has expired, if the landlord and the participant have mutually agreed to terminate the lease, or if the Mesa Housing Services Division has terminated the HAP contract. The **City of Mesa Housing Services Division** will issue the family a new voucher if the family does not owe the **City of Mesa Housing Services Division** or any other Mesa Housing Services Division money, has not violated a Family Obligation, has not moved or been issued a voucher within the last 12 months, and if the **City of Mesa Housing Services Division** has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, the 12-month requirement will be waived.

9.1 WHEN A FAMILY MAY MOVE

For families already participating in the Voucher Program, the **City of Mesa Housing Services Division** will allow the family to move to a new unit if:

- A. The assisted lease for the old unit has terminated;
- B. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or
- C. The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner).

9.2 PROCEDURES REGARDING FAMILY MOVES

Families considering transferring to a new unit will be scheduled to attend a mover's briefing. All families who are moving, including any families moving into or out of the **City of Mesa Housing Services Division**'s jurisdiction, will be required to attend a mover's briefing prior to the **City of Mesa Housing Services Division** entering a new HAP contract on their behalf.

This briefing is intended to provide the following:

- A. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition;
- B. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;
- C. Payment standards, exception payment standard rent areas, and the utility allowances schedule;
- D. An explanation that the family's share of rent may not exceed 40% of the family's monthly-adjusted income;
- E. Portability requirements and opportunities;
- F. The need to have an examination conducted within 120 days prior to the move;
- G. An explanation and copies of the forms required to initiate and complete the move; and
- H. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, non-notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the **City of Mesa Housing Services Division**'s approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the **City of Mesa Housing Services Division** a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the **City of Mesa**

Housing Services Division will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

A family who gives notice to terminate the lease must mail the notice by certified mail or have the landlord or his agent sign a statement stating the date and time received. The family will be required to provide the certified mail receipt and a copy of the lease termination notice to the **City of Mesa Housing Services Division**, or a copy of the lease termination notice and the signed statement stating the date and time the notice was received. If the landlord or his/her agent does not accept the certified mail receipt, the family will be required to provide the receipt and envelope showing that the attempt was made.

Failure to follow the above procedures may subject the family to termination from the program.

10.0 PORTABILITY

10.1 GENERAL POLICIES OF THE CITY OF MESA HOUSING SERVICES DIVISION

A family whose head or spouse has a domicile (legal residence) or works in the jurisdiction of the **City of Mesa Housing Services Division** at the time the family first submits its application for participation in the program to the **City of Mesa Housing Services Division**, may lease a unit anywhere in the jurisdiction of the **City of Mesa Housing Services Division** or outside the **City of Mesa Housing Services Division** jurisdiction as long as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of the **City of Mesa Housing Services Division** at the time of its application, the family will not have any right to lease a unit outside of the **City of Mesa Housing Services Division** jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of the **City of Mesa Housing Services Division**.

Families participating in the Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will the **City of Mesa Housing Services Division** allow a participant to improperly break a lease. Under extraordinary circumstances the **City of Mesa Housing Services Division** may consider allowing more than one move in a 12-month period.

Families may only move to a jurisdiction where a Section 8 Program is being administered.

If a family has moved out of their assisted unit in violation of the lease, the **City of Mesa Housing Services Division** will not issue a voucher, and will terminate assistance in compliance with Section 18.0, Termination of the Lease and Contract.

10.2 INCOME ELIGIBILITY

A. Admission

A family must be income -eligible in the area where the family first leases a unit with assistance in the Voucher Program.

B. If a portable family is already a participant in the Initial Mesa Housing Services Division's Voucher Program, income eligibility is not re -determined.

10.3 PORTABILITY: ADMINISTRATION BY RECEIVING MESA HOUSING SERVICES DIVISION

A. When a family utilizes portability to move to an area outside the Initial Mesa Housing Services Division jurisdiction, another Housing Agency (the Receiving Housing Agency) must administer assistance for the family if that Housing Agency has a tenant -based program covering the area where the unit is located.

B. A Housing Agency with jurisdiction in the area where the family wants to lease a unit must issue the family a voucher. If there is more than one such Housing Agency, the Initial Housing Agency may choose which Housing Agency shall become the Receiving Housing Agency.

10.4 PORTABILITY PROCEDURES

A. When the City of Mesa Housing Services Division is the Initial Mesa Housing Services Division:

- 1. The City of Mesa Housing Services Division will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.**
- 2. The City of Mesa Housing Services Division will advise the family how to contact and request assistance from the Receiving Mesa Housing Services Division.**
- 3. The City of Mesa Housing Services Division will, within ten (10) calendar days, notify the Receiving Mesa Housing Services Division to expect the family.**

4. The **City of Mesa Housing Services Division** will immediately mail to the Receiving Mesa Housing Services Division the most recent HUD Form 50058 (Family Report) for the family, and related verification information.
- B. When the **City of Mesa Housing Services Division** is the Receiving Housing Agency:
1. When the portable family requests assistance from the **City of Mesa Housing Services Division**, the **City of Mesa Housing Services Division** will inform the Initial Housing Agency within ten (10) calendar days whether it will bill the Initial Housing Agency for assistance on behalf of the portable family, or absorb the family into its own program. When the **City of Mesa Housing Services Division** receives a portable family, the family may be absorbed if funds are available and a voucher will be issued.
 2. The **City of Mesa Housing Services Division** will issue a voucher to the family. The term of the **City of Mesa Housing Services Division**'s voucher will not expire before the expiration date of any Initial Housing Agency's voucher. The **City of Mesa Housing Services Division** will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the **City of Mesa Housing Services Division** during the term of the **City of Mesa Housing Services Division**'s voucher.
 3. The **City of Mesa Housing Services Division** will determine the family unit size for the portable family. The family unit size is determined in accordance with the **City of Mesa Housing Services Division**'s subsidy standards.
 4. The **City of Mesa Housing Services Division** will within ten (10) calendar days notify the Initial Housing Agency if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.
 5. If the **City of Mesa Housing Services Division** opts to conduct a new reexamination, the **City of Mesa Housing Services Division** will not delay issuing the family a voucher or otherwise delay approval of a unit unless there is certification necessary to determine income eligibility.
 6. In order to provide tenant-based assistance for portable families, the **City of Mesa Housing Services Division** will perform all Housing Agency program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Agency or the **City of**

Mesa Housing Services Division may make a determination to deny or terminate assistance to the family in accordance with 24CFR982.552.

C. Absorption by the **City of Mesa Housing Services Division**

If funding is available under the consolidated ACC for the **City of Mesa Housing Services Division**'s Voucher Program when the portable family is received, the **City of Mesa Housing Services Division** may absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the **City of Mesa Housing Services Division**'s Tenant Based Program.

D. Portability Billing

1. To cover assistance for a portable family, the Receiving Housing Agency may bill the Initial Housing Agency for housing assistance payments and administrative fees. The billing procedure will be as follows:

a. As the Initial Housing Agency, the **City of Mesa Housing Services Division** will promptly reimburse the Receiving Housing Agency for the full amount of the housing assistance payments made by the Receiving Housing Agency for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Agency's program is determined in the same manner as for other families in the Receiving Housing Agency's program.

b. The Initial Housing Agency will promptly reimburse the Receiving Housing Agency for 80% of the Initial Housing Agency's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Agency. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.

E. When a Portable Family Moves

When a portable family moves out of the tenant-based program of a Receiving Housing Agency that has not absorbed the family, the Housing Agency in the new jurisdiction to which the family moves becomes the Receiving Housing Agency, and the first Receiving Housing Agency is no longer required to provide assistance for the family.

11.0 DETERMINATION OF FAMILY INCOME

11.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

To determine annual income, the **City of Mesa Housing Services Division** 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 **City of Mesa Housing Services Division** subtracts out all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

11.2 INCOME

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

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

B. Annual income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
1. 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 reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness 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.

4. 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.)
5. 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.)
6. Welfare assistance.
 - a. 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:
 - i. The amount of the allowance or grant exclusive of the amounts specifically designated for shelter or utilities; plus
 - ii. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - b. 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.

c. If the amount of welfare assistance is reduced as a result of a lifetime limit, the reduced amount is the amount that shall be counted.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.

8. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

11.3 EXCLUSIONS FROM 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 is 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 Mesa Housing Services Division 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 initiative coordination. No resident may receive more than one such stipend during the same period of time;
5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
6. Temporary, nonrecurring, or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
11. 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

14. 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 sub -marginal 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 childcare 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

11.4 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

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

12.0 VERIFICATION

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

12.1 ACCEPTABLE METHODS OF VERIFICATION

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

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

When third party verification cannot be obtained, the **City of Mesa Housing Services Division** will accept documentation received from the applicant/participant. Hand-carried documentation will be accepted if the **City of Mesa Housing Services Division** has been unable to obtain third party verification in a four-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the **City of Mesa Housing Services Division** will accept notarized statements signed by the head, spouse or co-head. Such documents will be maintained in the file.

12.2 TYPES OF VERIFICATION

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

Verification Requirements for Individual Items		
General Eligibility Items		
ITEM TO BE VERIFIED	3rd party verification	Hand-carried verification
Social Security Number	Letter from Social Security, electronic reports	Social Security card

Verification Requirements for Individual Items		
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INSSAVE confirmation number	INSCard
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
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		
ITEM TO BE VERIFIED	3rd party verification	Hand-carried verification
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 of income and expenses, tax return

Verification Requirements for Individual Items		
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		
ITEM TO BE VERIFIED	3rd party verification	Hand-carried verification
Earned income	Letter from employer	Multiple pay stubs
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 daycare provider, the daycare provider could so state)	Bank deposits, others 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' comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating: - Whether enrolled - Whether training is HUD -funded - Whether State or local program - Whether it is employment training - Whether payments are for out -of-pocket expenses incurred in order to participate in a program	N/A

12.3 VERIFICATION OF CITIZENSHIP OF ELIGIBLE NON-CITIZEN STATUS

The citizenship/eligible non-citizen 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 Social Security card, birth certificate, military ID or military DD214 Form.)

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

Family members who do not claim to be citizens, nationals or eligible non-citizens, or whose status cannot be confirmed, must be listed on a statement of non-eligible members and the head of the household must sign the list.

Non-citizen students on student visas, though in the country legally, are not eligible to be admitted to the Section 8 Program.

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

If no family member is determined to be eligible under this Section, the family's admission 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 family causes the delay.

If the **City of Mesa Housing Services Division** determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security Number and who is at least six years of age must provide verification of his or her Social Security Number. New family members at least six 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 **City of Mesa Housing Services Division** will accept letters from Social Security that establish and state the number. Documentation from other governmental agencies will also be accepted that establish and state the number. Driver's license, military ID, 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 **City of Mesa Housing Services Division** 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 assisted 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 be given up to 60 days to provide the verification. If the individual is at least 62 years of age, they will be given 120 days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated.

12.5 TIMING OF VERIFICATION

Verification must be dated within 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 Mesa Housing Services Division will verify and update only those elements reported to have changed.

12.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible non-citizen 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 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 who did not have a Social Security Number at admission receives a Social Security Number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

13.0 RENT AND HOUSING ASSISTANCE PAYMENT

13.1 GENERAL

After October 1, 1999, the **City of Mesa Housing Services Division** will issue only Housing Choice Vouchers to applicants, movers, and families entering the jurisdiction through portability.

13.2 RENT REASONABLENESS

The Housing Services Division will not approve an initial rent or a rent increase in the Housing Choice Voucher program without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. Before any increase in rent to owner is approved;
- B. If 60 days before the contract anniversary date there is a 5% decrease in the published FMR as compared to the previous FMR; and
- C. If the Mesa Housing Services Division or HUD directs that reasonableness be determined.

13.3 COMPARABILITY

In making a rent reasonableness determination, the Mesa Housing Services Division will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Mesa Housing Services Division will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units.

The Mesa Housing Services Division will maintain current survey information on rental units in the jurisdiction. The Mesa Housing Services Division will also obtain from landlord associations and management firms the value of the array of amenities.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make

improvements to the unit that will enable the Mesa Housing Services Division to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

13.4 MAXIMUM SUBSIDY

The Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the **City of Mesa Housing Services Division** and approved by HUD) determines the maximum subsidy for a family.

For the Voucher Program, the maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

For a voucher tenancy in an insured or non-insured 236 project, a 15 project of the Rural Development Administration, or a Section 221(d)(3) below market interest rate project the payment standard may not exceed the basic rent charged including the cost of tenant paid utilities.

For manufactured home space rental, the maximum subsidy under any form of assistance is the Fair Market Rent for the space as outlined in 24CFR 982.888.

13.4.1 Setting the Payment Standard

HUD requires that the payment standard be set by the Mesa Housing Services Division at between 90 and 110% of the FMR. The **City of Mesa Housing Services Division** will review its determination of the payment standard annually after publication of the FMRs. The **City of Mesa Housing Services Division** will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families have to rent low quality units or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30% of income, the Mesa Housing Services Division will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one bedroom size may increase or decrease while another remains unchanged. The **City of Mesa Housing Services Division** may consider adjusting payment standards at times other than the annual review when circumstances warrant.

Before increasing any payment standard, the Mesa Housing Services Division will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

13.4.2 Selecting the Correct Payment Standard for a Family

- A. For the voucher tenancy, the payment standard for a family is the lower of:
 - 1. The payment standard for the family unit size; or
 - 2. The payment standard for the unit size rented by the family.
- B. If the unit rented by a family is located in an exception rent area; the Mesa Housing Services Division will use the appropriate payment standard for the exception rent area.
- C. During the HAP contract term for a unit, the amount of the payment standard for a family is the higher of:
 - 1. The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or
 - 2. The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
- D. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph C above does not apply.
- E. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

13.4.3 Area Exception Rents

In order to help families find housing outside areas of high poverty or when voucher holders are having trouble finding housing for lease under the program, the Mesa Housing Services Division may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. The Mesa Housing Services Division may request one such exception payment standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes, or for all or some unit types.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time as the Mesa Housing Services Division requests and HUD approves a higher exception payment standard rent. If the FMR decreases, the exception payment standard rent authority automatically expires.

13.5 ASSISTANCE AND RENT FORMULAS

A. Total Tenant Payment

The total tenant payment is equal to the highest of:

1. 10% of monthly income
2. 30% of adjusted monthly income
3. Minimum rent
4. The welfare rent

Plus any rent above the payment standard.

B. Minimum Rent.

The **City of Mesa Housing Services Division** has set the minimum rent as \$ **50.00**. However, if the family requests a hardship exemption, the **City of Mesa Housing Services Division** will suspend the minimum rent for the family beginning the month following the family's hardship request. This suspension will continue until the Mesa Housing Services Division can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of changed circumstances, including loss of employment;

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

e. When a death has occurred in the family.

2. **No hardship.** If the Mesa Housing Services Division determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Mesa Housing Services Division for the time of suspension.

3. **Temporary hardship.** If the Mesa Housing Services Division determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will 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 Mesa Housing Services Division will offer a reasonable repayment agreement for any minimum rent back payment paid by the Mesa Housing Services Division on the family's behalf during the period of suspension.

4. **Long-term hardship.** If the Mesa Housing Services Division determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

5. **Appeals.** The family may use the informal hearing procedure to appeal the Mesa Housing Services Division's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Housing Choice Vouchers

1. The payment standard is set by the Mesa Housing Services Division between 90% and 110% of the FMR, or higher or lower with HUD approval.

2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.

2. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly adjusted income.

D. Section 8 Preservation Vouchers

1. **Payment Standard**

- a. The payment standard is the lower of:
 - i. The payment standard amount for the appropriate family unit size; or
 - ii. The payment standard amount for the size of the dwelling unit actually rented by the family.

- a. If the dwelling unit is located in an exception area, the **City of Mesa Housing Services Division** will use the appropriate payment standard for the exception area.

- b. During the HAP contract term, the payment standard for the family is the higher of:
 - i. The initial payment standard (at the beginning of the HAP contract term), as determined in accordance with paragraph (1)(a) or (1)(b) of this section, minus any amount by which the initial rent to the owner exceeds the current rent to the owner; or
 - ii. The payment standard as determined in accordance with paragraph (1)(a) or (1)(b) of this section, as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.

- a. At the next regular reexamination following a change in family composition that causes a change in family unit size during the HAP contract term, and for any examination thereafter during the term:
 - i. Paragraph (c)(i) of this section does not apply; and
 - ii. The new family unit size must be used to determine the payment standard.

- 1. The **City of Mesa Housing Services Division** will pay a monthly housing assistance payment on behalf of the family that equals the lesser of:
 - a. The payment standard minus the total tenant payment; or
 - b. The gross rent minus the total tenant payment.

E. Manufactured Home Space Rental: Section 8 Vouchers

1. The payment standard for a participant renting a manufactured home space is the published FMR for rental of a manufactured home space.
2. The space rent is the sum of the following as determined by the Mesa Housing Services Division:
 - a. Rent to the owner for the manufactured home space;
 - b. Owner maintenance and management charges for the space; and
 - c. Utility allowance for tenant paid utilities.
3. The participant pays the rent to owner less the HAP.
4. HAP equal to the lesser of:
 - a. The payment standard minus the total tenant payment; or
 - b. The rent paid for rental of the real property on which the manufactured home owned by the family is located.

F. Rent for Families under the Non-Citizen Rule

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

1. The family was receiving assistance on June 19, 1995;
2. The family was granted continuation of assistance before November 29, 1996;
3. The family's head or spouse has eligible immigration status; and
4. 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 years. If granted after that date, the maximum period of time for assistance under the provision is 18 months. The **City of Mesa Housing Services Division** will grant each family a period of 6 months to find suitable affordable housing. If the family cannot find suitable affordable housing, the **City of Mesa Housing Services Division** will provide additional search periods up to the maximum time allowable.

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

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

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.
2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

13.6 UTILITY ALLOWANCE

The Mesa Housing Services Division maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Mesa Housing Services Division uses normal patterns of consumption for the community as a whole and current utility rates.

The Mesa Housing Services Division reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Mesa Housing Services Division maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule.

The Mesa Housing Services Division uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Mesa Housing Services Division subsidy standards).

At each reexamination, the Mesa Housing Services Division applies the utility allowance from the most current utility allowance schedule.

The Mesa Housing Services Division will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. 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 belong to the tenant.

13.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

The Mesa Housing Services Division pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the **City of Mesa Housing Services Division** a late payment, agreed to in the Contract and in accordance with generally accepted practices in the City of Mesa jurisdiction.

13.8 CHANGE OF OWNER SHIP

The **City of Mesa Housing Services Division** requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the **City of Mesa Housing Services Division's** rent payment or the address as to where the rent payments should be sent.

In addition, the **City of Mesa Housing Services Division** requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

- A. Deed of Trust showing the transfer of title; and
- B. Tax Identification Number or Social Security Number.

New owners will be required to execute IRS form W-9. The **City of Mesa Housing Services Division** may withhold the rent payment until the taxpayer identification number is received.

14.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGES CLAIMS

The **City of Mesa Housing Services Division** will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS is met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS.

The **City of Mesa Housing Services Division** must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family cannot be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the Mesa Housing Services Division to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the **City of Mesa Housing Services Division** will only schedule one more inspection. If the family misses two inspections, the **City of Mesa Housing Services Division** will consider the family to have violated a Family Obligation and their assistance will be terminated.

14.1 TYPES OF INSPECTIONS

There are seven types of inspections the **City of Mesa Housing Services Division** will perform:

- A. Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- B. Annual Inspection - An inspection to determine that the unit continues to meet HQS.
- C. Complaint Inspection - An inspection caused by the Authority receiving a complaint on the unit by anyone.
- D. Special Inspection - An inspection caused by a third party, i.e. HUD, needing to view the unit.
- E. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.

- F. Move Out Inspection (if applicable) - An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move -out.
- G. Quality Control Inspection - Supervisory inspections on at least 5% of the total number of units that were under lease during the Mesa Housing Services Division's previous fiscal year.

14.2 OWNER AND FAMILY RESPONSIBILITY

A. Owner Responsibility for HQS

- 1. The owner must maintain the unit in accordance with HQS.
- 2. If the owner fails to maintain the dwelling unit in accordance with HQS, the **City of Mesa Housing Services Division** will take prompt and vigorous action to enforce the owner obligations. The **City of Mesa Housing Services Division**'s remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.
- 3. The **City of Mesa Housing Services Division** will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the **City of Mesa Housing Services Division** and the **City of Mesa Housing Services Division** verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any **City of Mesa Housing Services Division** approved extension).
- 4. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, the **City of Mesa Housing Services Division** may terminate assistance to a family because of the HQS breach caused by the family.

B. Family Responsibility for HQS

- 1. The family is responsible for a breach of the HQS that is caused by any of the following:
 - a. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;

- b. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or
 - c. Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).
2. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family -caused defects, the family must correct the defect within no more than 30 calendar days (or any **City of Mesa Housing Services Division** approved extension).
 3. If the family has caused a breach of the HQS, the **City of Mesa Housing Services Division** will take prompt and vigorous action to enforce the family obligations. The **City of Mesa Housing Services Division** may terminate assistance for the family in accordance with 24 CFR 982.552.

14.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401

This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:

A. Sanitary Facilities

1. Performance Requirements

The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

2. Acceptability Criteria

- a. The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.
- b. The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.
- c. The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.
- d. The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

B. Food Preparation and Refuse Disposal

1. Performance Requirements

- a. The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.
- b. There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

2. Acceptability Criteria

- a. The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.
- b. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.
- c. The dwelling unit must have space for the storage, preparation, and serving of food.
- d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

C. Space and Security

1. Performance Requirement

The dwelling unit must provide adequate space and security for the family.

2. Acceptability Criteria

- a. At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.

- b. The dwelling unit must have at least one bedroom or living/sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
- c. Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.
- d. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

D. Thermal Environment

1. Performance Requirement

The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

2. Acceptability Criteria

- a. There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- b. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

E. Illumination and Electricity

1. Performance Requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

2. Acceptability Criteria

- a. There must be at least one window in the living room and in each sleeping room.
- b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.
- c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

- a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- b. The roof must be structurally sound and weathertight.
- c. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- d. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- e. Elevators must be working and safe.

G. Interior Air Quality

1. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

2. Acceptability Criteria

- a. The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- b. There must be adequate air circulation in the dwelling unit.
- c. Bathroom areas must have one window that can be opened or other adequate exhaust ventilation.
- d. Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.

H. Water Supply

1. Performance Requirements

The water supply must be free from contamination.

2. Acceptability Criteria

The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

I. Lead-based Paint

1. Definitions

- a. Chewable surface: Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.
- b. Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.

- c. Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.
- d. Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15 - 19 ug/dl in two consecutive tests 3 - 4 months apart.
- e. HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.
- f. Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm^2), or 0.5% by weight or 5000 parts per million (PPM).

2. Performance Requirements

- a. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.
- b. The requirements of this paragraph of this Section do not apply to 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.
- c. If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part), must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.
- d. The Mesa Housing Services Division may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a State or local

health or housing agency, a lead -based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.

- e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of Mesa Housing Services Division notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces within the 30 -day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.
- f. The requirements in this paragraph apply to:
 - i. All painted interior surfaces within the unit (including ceilings but excluding furniture);
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- g. In addition to the requirements of paragraph of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead -based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead -based paint or if the chewable surfaces have already been treated.
- h. Testing must be conducted by a State or local health or housing agency, an inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X -ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph of this Section.

- i. The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:
 - i. Within the unit;
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

- j. In lieu of the procedures set forth in paragraph g of this Section, the Mesa Housing Services Division may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph k of this Section.

- k. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:
 - i. A defective paint surface shall be treated if the total area of defective paint on a component is:
 - (1) More than 10 square feet on an exterior wall;
 - (2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;
 - (3) More than 10% of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.
 - ii. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA

vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead-contaminated dust.

- iii. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydro blasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.
- iv. During exterior treatment soil and playground equipment must be protected from contamination.
- v. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.
- vi. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.
- l. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.
- m. Prior to execution of the HAP contract, the owner must inform the Mesa Housing Services Division and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.
- n. The Mesa Housing Services Division must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the Mesa Housing Services Division must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the Mesa Housing Services Division must require the owner to treat the lead

based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a voucher to move. (Currently there is no process to perform this item of the Administrative Plan.)

- o. The Mesa Housing Services Division must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the Mesa Housing Services Division must keep the test results indefinitely and, if applicable, the owner certification and treatment. The records must indicate which chewable surfaces in the dwelling unit have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.
- p. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

J. Access

1. Performance Requirements

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

K. Site and Neighborhood

1. Performance Requirements

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

2. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust;

excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

L. Sanitary Condition

1. Performance Requirements

The dwelling unit and its equipment must be in sanitary condition.

2. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.

M. Smoke Detectors

1. Performance Requirements

a. Except as provided in paragraph b below of this Section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If any hearing-impaired person occupies the dwelling unit, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

b. For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

N. Swimming Pools

With the exception of apartment complexes, all households must have interior and exterior self-locking gates and suitable fencing that meets City of Mesa Code

requirements.

14.4 EXCEPTIONS TO HEHQS ACCEPTABILITY CRITERIA

The **City of Mesa Housing Services Division** will utilize the acceptability criteria as outlined above with applicable State and local codes. Additionally, the **City of Mesa Housing Services Division** has received HUD approval to require the following additional criteria:

- A. If the unit is cooled exclusively by evaporative cooling method: in each room, there will be at least one exterior window that can be opened and that contains a screen.
- B. Owners will be required to scrape peeling paint and repaint all surfaces cited for peeling paint with 2 coats of non-lead paint. An extension may be granted as a severe weather related item as defined below.
- C. Adequate heat shall be considered to be 68 degrees.
- D. In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.
- E. A ¾" overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.
- F. In homes where a swimming pool is present, the City of Mesa's Swimming Pool/Spa Interior Barrier Ordinance shall be followed. This includes a perimeter fence (5' high minimum) around the pool and gates that access the backyard need to be self-closing and have a self-latching device located at least 54" above grade.

14.5 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS

- A. Correcting Initial HQS Fail Items

The **City of Mesa Housing Services Division** will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within 5 working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the **City of Mesa Housing Services Division** to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item list below), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the **City of Mesa Housing Services Division** will abate payment and terminate the contract in accordance with Sections 13.7 and 18.0(B)(3).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the **City of Mesa Housing Services Division** will terminate assistance for the family in accordance with Sections 16.0(A) and 18.0(B)(3).

C. Time Frames for Corrections

1. Emergency repair items must be abated within 24 hours.
2. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
3. Non-emergency items must be completed within 10 days of the initial inspection.
4. For major repairs, the owner will have up to 30 days to complete.

D. Extensions

At the sole discretion of the **City of Mesa Housing Services Division**, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, the **City of Mesa Housing Services Division** will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

14.6 EMERGENCY FAIL ITEMS

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

- A. No hot or cold water
- B. No electricity
- C. Inability to maintain adequate heat or cooling
- D. Major plumbing leak
- E. Natural gas leak
- F. Broken lock(s) on first floor doors or windows
- G. Broken windows that unduly allow weather elements into the unit
- H. Electrical outlets smoking or sparking
- I. Exposed electrical wires, which could result in shock or fire
- J. Unusable toilet when only one toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion
- L. Other conditions which pose an immediate threat to health or safety

14.7 ABATEMENT

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within the required timeframe, the rent for the dwelling unit will be abated.

The initial abatement period will not exceed 7 days. If the corrections of deficiencies are not made within the 7-day timeframe, the abatement will continue until the HAP contract is terminated. When the deficiencies are corrected, the **City of Mesa Housing Services Division** will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, the **City of Mesa**

Housing Services Division will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

15.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS

This Section only applies to HAP contracts in effect before October 2, 1995. Certificates have a provision for damages, unpaid rent, and vacancy loss. Vouchers have a provision for damages and unpaid rent. No vacancy loss is paid on vouchers. No Damage Claims will be processed unless the **City of Mesa Housing Services Division** has performed a move-out inspection. Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes there may be a claim.

Under the Housing Choice Voucher Program landlords are not entitled to make any claims for damages, unpaid rent or vacancy loss against the Housing Agency. The landlord may seek whatever legal means at their disposal to get these claims from their tenant.

16.0 RECERTIFICATION

16.1 ANNUAL REEXAMINATION

At least annually the **City of Mesa Housing Services Division** will conduct a reexamination of family income and circumstances. The results of the reexamination determine: (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The **City of Mesa Housing Services Division** will send a notification letter to the family letting them know that it is time for their annual reexamination and may schedule an appointment. The letter includes forms for the family to complete. The letter includes instructions permitting the family to reschedule the interview, if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

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

Upon receipt of verification, the **City of Mesa Housing Services Division** will determine the family's annual income and will calculate their family share.

16.1.1 Effective Date of Rent Changes for Annual Reexaminations

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

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

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

16.1.2 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the **City of Mesa Housing Services Division** taking action to terminate the family's assistance.

16.2 INTERIM REEXAMINATIONS

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

Families are required to report the following changes to the **City of Mesa Housing Services Division** between regular reexaminations. These changes will trigger an interim reexamination. Changes must be reported in writing on the Change Form at the Mesa Housing Services Division office. A copy of the completed change form is given to the participant.

- A. All changes in income or allowable expenses.
- B. A member has been added to the family through marriage, birth, adoption or court-awarded custody.
- C. A household member is leaving or has left the family unit.
- D. Family break -up

In circumstances of a family break -up, the **City of Mesa Housing Services Division** will make a determination of which family member will retain the voucher, taking into consideration the following factors:

1. To whom the voucher was issued.
2. The interest of minor children or of ill, elderly, or disabled family members.
3. Whether the assistance should remain with the family members remaining in the unit.
4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the **City of Mesa Housing Services Division** will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the **City of Mesa Housing Services Division** will make determinations on a case -by-case basis.

The **City of Mesa Housing Services Division** will issue a determination within 10 business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.3.

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

member. The effective date of the new rent will be in accordance with paragraph below 15.2.2.

16.2.1 Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the **City of Mesa Housing Services Division** may schedule special reexaminations every 60 days until the income stabilizes and an annual income can be determined.

16.2.2 Effective Date of Rent Changes Due to Interim or Special Reexaminations

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

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

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

17.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE CITY OF MESA HOUSING SERVICES DIVISION

The Mesa Housing Services Division may at any time terminate program assistance for a participant, because of any of the actions or inaction by the household:

- A. If the family violates any family obligations under the program.
- B. If a family member fails to sign and submit consent forms.
- C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, proration of assistance, or temporary deferral of assistance. If the **City of Mesa Housing Services Division** determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

- D. If any member of the family has ever been evicted from public housing.
- E. If the Mesa Housing Services Division has ever terminated assistance under the Section 8 Rental Assistance Program for any member of the family.
- F. If any member of the family commits drug -related criminal activity, or violent criminal activity.
- G. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- H. If the family currently owes rent or other amounts to the Mesa Housing Services Division or to another Mesa Housing Services Division in connection with Section 8 or public housing assistance under the 1937 Act.
- I. If the family has not reimbursed any Mesa Housing Services Division for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- J. If the family breaches an agreement with the Mesa Housing Services Division to pay amounts owed to a Mesa Housing Services Division, or amounts paid to an owner by a Mesa Housing Services Division. (The Mesa Housing Services Division, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a Mesa Housing Services Division or amounts paid to an owner by a Mesa Housing Services Division. The Mesa Housing Services Division may prescribe the terms of the agreement.)
- K. If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
- L. If the family has engaged in or threatened abusive or violent behavior toward Mesa Housing Services Division personnel.
- M. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- N. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the **City of Mesa Housing Services Division** to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

18.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS

18.1 COMPLAINTS

The **City of Mesa Housing Services Division** will investigate and respond to complaints by participant families, owners, and the general public. The **City of Mesa Housing Services Division** may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

18.2 INFORMAL REVIEW OF THE APPLICANT

A. Informal Review for the Applicant

The **City of Mesa Housing Services Division** will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the **City of Mesa Housing Services Division** decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. When an Informal Review is Not Required

The **City of Mesa Housing Services Division** will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the **City of Mesa Housing Services Division** subsidy standards.
2. A **City of Mesa Housing Services Division** determination not to approve an extension or suspension of a voucher term.
3. A **City of Mesa Housing Services Division** determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A **City of Mesa Housing Services Division** determination that a unit selected by the applicant is not in compliance with HQS.
5. A **City of Mesa Housing Services Division** determination that the unit is not in accordance with HQS because of family size or composition.
6. General policy issues or class grievances.

7. Discretionary administrative determinations by the **City of Mesa Housing Services Division**.

C. Informal Review Process

The **City of Mesa Housing Services Division** will give an applicant an opportunity for an informal review of the **City of Mesa Housing Services Division** decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the **City of Mesa Housing Services Division** other than the person who made or approved the decision under review or a subordinate of this person.
2. The applicant will be given an opportunity to present written or oral objections to the **City of Mesa Housing Services Division** decision.
3. The **City of Mesa Housing Services Division** will notify the applicant of the **City of Mesa Housing Services Division** decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Mesa Housing Services Division may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Mesa Housing Services Division may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Mesa Housing Services Division may permit the other members of a participant family to continue receiving assistance.

If the Mesa Housing Services Division seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Mesa Housing Services Division provides notice to the family of the Mesa Housing Services Division determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the **City of Mesa Housing Services Division** will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the **City of Mesa Housing Services Division** provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The applicant 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.

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

18.3 INFORMAL HEARING FOR PARTICIPANTS

A. When a Hearing is Required

1. The **City of Mesa Housing Services Division** will give a participant family an opportunity for an informal hearing to consider whether the following **City of Mesa Housing Services Division** decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and **City of Mesa Housing Services Division** policies:
 - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the **City of Mesa Housing Services Division** utility allowance schedule.
 - c. A determination of the family unit size under the **City of Mesa Housing Services Division** subsidy standards.

- d. A determination that a Voucher Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the **City of Mesa Housing Services Division** subsidy standards, or the **City of Mesa Housing Services Division** determination to deny the family's request for an exception from the standards.
 - e. A determination to terminate assistance for a participant family because of the family's action or failure to act.
 - f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the **City of Mesa Housing Services Division** policy and HUD rules.
2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the **City of Mesa Housing Services Division** will give the opportunity for an informal hearing before the **City of Mesa Housing Services Division** terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is Not Required

The **City of Mesa Housing Services Division** will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

- 1. Discretionary administrative determinations by the **City of Mesa Housing Services Division**.
- 2. General policy issues or class grievances.
- 3. Establishment of the **City of Mesa Housing Services Division** schedule of utility allowances for families in the program.
- 4. A **City of Mesa Housing Services Division** determination not to approve an extension or suspension of a voucher term.
- 5. A **City of Mesa Housing Services Division** determination not to approve a unit or lease.
- 6. A **City of Mesa Housing Services Division** determination that an assisted unit is not in compliance with HQS. (However, the **City of Mesa Housing Services Division** will provide the opportunity for an informal hearing for

a decision to terminate assistance for a breach of the HQS caused by the family.)

7. A **City of Mesa Housing Services Division** determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the **City of Mesa Housing Services Division** to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. In the cases described in paragraphs 17.3(A)(1)(a), (b), and (c), of this Section, the **City of Mesa Housing Services Division** will notify the family that the family may ask for an explanation of the basis of the **City of Mesa Housing Services Division**'s determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. In the cases described in paragraphs 17.3(A)(1)(d), (e), and (f), of this Section, the **City of Mesa Housing Services Division** will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will:
 - a. Contain a brief statement of the reasons for the decision; and
 - b. State this if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.

D. Hearing Procedures

The **City of Mesa Housing Services Division** and participants will adhere to the following procedures:

1. Discovery
 - a. The family will be given the opportunity to examine before the hearing any **City of Mesa Housing Services Division** documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the **City of Mesa Housing Services Division** does not make the document(s) available for examination on request of the family, the **City of Mesa Housing Services Division** may not rely on the document at the hearing.

- b. The **City of Mesa Housing Services Division** will be given the opportunity to examine, at the **City of Mesa Housing Services Division**'s offices before the hearing, any family documents that are directly relevant to the hearing. The **City of Mesa Housing Services Division** will be allowed to copy any such document at the **City of Mesa Housing Services Division**'s expense. If the family does not make the document(s) available for examination on request of the **City of Mesa Housing Services Division**, the family may not rely on the document at the hearing.

Note: The term **document** includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

- a. The hearing will be conducted by any person or persons designated by the **City of Mesa Housing Services Division**, other than a person who made or approved the decision under review or a subordinate of this person.
- b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the **City of Mesa Housing Services Division** hearing procedures.

4. Evidence

The **City of Mesa Housing Services Division** and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The **City of Mesa Housing Services Division** is not bound by a hearing decision:

- a. Concerning a matter for which the **City of Mesa Housing Services Division** is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the **City of Mesa Housing Services Division** hearing procedures.
- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the **City of Mesa Housing Services Division** determines that it is not bound by a hearing decision, the **City of Mesa Housing Services Division** will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

E. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Mesa Housing Services Division may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

f

The Mesa Housing Services Division may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Mesa Housing Services Division may permit the other members of a participant family to continue receiving assistance.

If the Mesa Housing Services Division seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Mesa Housing Services Division provides notice to the family of the Mesa Housing Services Division of termination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the **City of Mesa Housing Services Division** will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

F. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the **City of Mesa Housing Services Division** 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.

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

19.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease and the term of the HAP contract are the same. They begin on the same date and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract by terminating the lease. The City of Mesa Housing Services Division may terminate the HAP contract. Under some circumstances the contract automatically terminates.

A. Termination of the lease

1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the **City of Mesa Housing Services Division** after the first year of the lease. The length of the notice that is required is stated in the lease (generally 30 days).

2. By the owner.

- a. The owner may terminate the lease during its term on the following grounds:

- i. Serious or repeated violations of the terms or conditions of the lease;
 - ii. Violation of Federal, State, or local law that impose obligations on the tenant in connection with the occupancy or use of the unit and its premises;
 - iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;
 - iv. Any drug-related criminal activity on or near the premises;
 - v. Other good cause. Other good cause may include, but is not limited to:
 - (1) Failure by the family to accept the offer of a new lease;
 - (2) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;
 - (3) The owner's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit;
 - (4) A business or economic reason such as sale of the property, renovation of the unit, desire to rent at a higher rental amount.
- b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
 - c. The owner may only evict the tenant by instituting court action. The owner must give the **City of Mesa Housing Services Division** a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.
 - d. The owner may terminate the contract at the end of the initial lease term or any extension of the lease term without cause by providing notice to the family that the lease term will not be renewed.

3. Termination of the Lease by mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.

B. Termination of the Contract

1. Automatic termination of the Contract

- a. If the **City of Mesa Housing Services Division** terminates assistance to the family, the contract terminates automatically.
- b. If the family moves out of the unit, the contract terminates automatically.
- c. The contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.

2. Termination of the contract by the owner

The owner may only terminate tenancy in accordance with lease and State and local law.

3. Termination of the HAP contract by the **City of Mesa Housing Services Division**

The Mesa Housing Services Division may terminate the HAP contract because:

- a. The Mesa Housing Services Division has terminated assistance to the family.
- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.
- c. The unit is larger than appropriate for the family size or composition under the regular Voucher Program.
- d. When the family breaks up and the **City of Mesa Housing Services Division** determines that the family members who move from the unit will continue to receive the assistance.
- e. The **City of Mesa Housing Services Division** determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.

- f. The owner has breached the contract in any of the following ways:
- i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
 - ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937.
 - iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
 - iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement;
 - v. If the owner has engaged in drug trafficking.

4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, the Mesa Housing Services Division will continue to make payments until the owner obtains a judgment or the family moves out.

20.0 FAMILY SELF -SUFFICIENCY PROGRAM

In accordance with Section 23 of the U.S. Housing Act of 1937 and amended by Section 106 of the Housing and Community Development Act of 1992, the **City of Mesa Housing Services Division** has established a Family Self -Sufficiency Program as a result of receiving Section 8 funding in fiscal year 1992.

The goal of the **City of Mesa Housing Services Division** Family Self -Sufficiency (FSS) Program is to assist very low -income families in becoming economically and socially self-sufficient. The minimum FSS Program size will be determined by Housing and Urban Development. A service plan and FSS contract will be developed and maintained for each qualified participating family member.

This revised and updated FSS Action Plan is hereby made a part of the **City of Mesa Housing Services Division** Section 8 Housing Programs Administrative Plan. The Action Plan describes how Mesa Housing Services (MHS) will administer the FSS Program. The FSS Action Plan is attached following the Glossary.

21.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE

Occasionally, it is necessary for the **City of Mesa Housing Authority** to spend money of its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

The **City of Mesa Housing Authority** Board of Commissioners authorizes the Executive Director to expend without prior Board approval up to **\$5,000** for authorized expenditures.

Any item(s) exceeding \$5,000 will require prior Board of Commissioner approval before any charge is made against the Section 8 Administrative Fee Reserve.

22.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the **City of Mesa Housing Services Division** against costs associated with any judgment of infringement of intellectual property rights.

23.0 HOME OWNERSHIP USING SECTION 8 (H.O.U.S.E. PROGRAM)

23.1 GENERAL PROVISIONS

The Section 8 Home Ownership Program of Mesa Housing Services ("MHS") permits eligible participants in the Section 8 Housing Choice Voucher program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting. **MHS's HOUSE Program** provides one of two types of homeownership assistance for a family: monthly homeownership assistance payments or a single down payment assistance grant.

Eligible applicants for the Section 8 Home Ownership Program must have completed an initial Section 8 lease term in Mesa, may not owe MHS or any other

Housing Agency an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 Home Ownership assistance may be used to purchase the following type of homes within the City of Mesa: new or existing single-family, condominium, planned use developments, or manufactured homes. MHS also will permit portability of Section 8 Home Ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies.

23.2 FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Section 8 Home Ownership Program is voluntary. The eligibility requirements for participation in MHS's Section 8 Home Ownership Program include:

A. First-Time Homeowner

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest."

B. Minimum Income Requirement

1. Amount of Income – Disabled families

Minimum income shall be equal to the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by twelve.

2. Amount of Income – Non-disabled families

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least 30% of median income for family size (at or above the "extremely low" income level.)

In determining whether an elderly or disabled family meets the minimum income requirement, welfare assistance shall be included only for those adult elderly or disabled family members who will own the home.

C. Employment History

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement.

D. Completion of Initial Lease Term

Applicants for and new participants in the Section 8 Housing Choice Voucher program shall be ineligible for participation in the Section 8 Home Ownership Program until completion of an initial Section 8 lease term of one year in Mesa and the participant's first annual recertification in the Section 8 Housing Choice Voucher program.

E. No Outstanding Debt to Any Housing Agency

Participants in the Section 8 Housing Choice Voucher program shall be ineligible for the home ownership program in the event any debt or portion of debt remains owed to MHS or any other Housing Agency.

F. No current ownership

No family member may have present ownership interest in a residence.

G. FSS Participation

Applicants for the Home Ownership Program are required to participate in MHS's Family Self Sufficiency ("FSS") program in order to participate in the Home Ownership Program, with the exception of elderly and disabled households.

H. Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents have previously defaulted on a mortgage obtained through the Section 8 Home Ownership Program, the family will be ineligible to participate in the Home Ownership Program.

23.3 FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements:

A. Home Ownership Counseling Program

A family's participation in the Home Ownership Program is contingent on the family attending and successfully completing a home ownership and housing counseling program provided by Housing For Mesa, Inc ("HFM, Inc") or approved by MHS prior to commencement of home ownership assistance. The home ownership and counseling program will include home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families, information on Fair Housing, Real Estate Settlement Procedures Act, truth-in-lending, and how to identify and avoid predatory lending practices. Housing and Urban Development shall approve the counseling agency providing the counseling program. MHS will require families to participate in an MHS approved home ownership counseling program on a continuing basis.

B. Locating and Purchasing a Home

1. Locating a Home

Upon issuance of the Home Ownership Voucher, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to MHS/HFM, Inc. For good cause, MHS may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by MHS, their Section 8 rental assistance through the Section 8 Housing Choice Voucher program shall continue. Participant must regularly provide evidence of active search during the 180-day search period; MHS reserves the right to withdraw the home ownership voucher if participant does not pursue a sales agreement.

2. Type of Home

A family approved for Section 8 home ownership assistance may purchase the following type of homes within the City of Mesa: a new or existing home, a single-family home, a condominium, a home in a planned use development, or a manufactured home to be situated on a privately owned lot. The home must be existing or under construction at the time the family enters into the contract of sale. The family also may purchase a home in a

jurisdiction other than the City of Mesa, provided the Housing Authority in the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 Home Ownership applicant qualifies. A family's participation in the Section 8 Home Ownership Program will be subject to the Section 8 Home Ownership Program and policies of the receiving jurisdiction.

3. Purchasing a Home

Once a home is located and a sales agreement approved by HFM, Inc is signed by the family, the family shall have up to three (3) months, or such other time as is approved by MHS's Executive Director to purchase the home.

4. Failure to Complete Purchase

If a Section 8 participant is unable to purchase the home within the maximum time permitted by MHS, MHS shall continue the family's participation in the Section 8 Housing Choice Voucher program. The family may not re-apply for the Section 8 Home Ownership Program until they have completed an additional year of participation in the Section 8 Housing Choice Voucher program following the initial determination of their eligibility for the home ownership option.

C. Sales Agreement

The sales agreement must provide for inspection by MHS and the independent inspection referred to in Section 3(D) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to MHS. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by MHS. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by MHS/HFM, Inc.

D. Independent Initial Inspection Conducted

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until MHS first inspects the home. An independent inspection of existing homes covering major building systems must be completed by a professional selected by the family. MHS will not pay for the independent inspection. The independent inspection report must be provided to MHS. MHS may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

E. Financing Requirements

The proposed financing terms must be submitted to and approved by MHS/HFM, Inc prior to close of escrow. MHS shall determine the affordability of the family's proposed financing. In making such determination, MHS may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to balloon payment mortgages, are prohibited and will not be approved by MHS. Seller -financing mortgages shall be considered by MHS on a case -by-case basis. If a mortgage is not FHA -insured, MHS will require the lender to comply with generally accepted mortgage underwriting standards.

F. Compliance With Family Obligations

A family must agree, in writing, to comply with all family obligations under the Section 8 program and MHS's Home Ownership policies. These obligations are stated in the Family Obligations document, as shown here:

1. **“Family Obligations:** You must comply with all Family Obligations of the Section 8 Housing Choice Voucher Program, excepting only the prohibition against owning or having an interest in the unit.
2. **Housing Counseling:** All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete a MHS provided or approved counseling program prior to commencement of home ownership assistance. MHS may require any or all participating family members to attend additional housing counseling classes as a condition of continued assistance.
3. **Purchase Contract:** You must include contract conditions in any Offer to Purchase that give MHS a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards (**HQS**); (b) to review and **approve** a professional home **inspection report** obtained by you from a licensed home inspector; and (c) **approve the terms of your proposed financing**. You must advise your Realtor of these requirements.
4. **Mortgage Obligations:** You must comply with the terms of any mortgage incurred in the purchase of the property and must notify MHS's HOUSE Program Coordinator **within five (5) days of receipt** of any late payment or default notice. You also agree that MHS will be automatically notified by the lender (or lender's agent) of any late payment/default.
5. **Occupancy:** You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without MHS's prior written consent. You may not rent or lease any part of the premises without MHS's prior written consent. You must notify MHS in writing **at**

least 30 days prior to moving out of the house for a period of 30 days or longer or prior to any sale, transfer, assignment, lease or other form of alienation of the assisted property.

6. **Maintenance:** You must maintain the property in a decent, safe and sanitary manner. MHS may conduct an annual HQS inspection. If you fail to adequately maintain the property, MHS will take measures with local code compliance or any other appropriate course of action.
7. **Annual Re-examination:** You must annually provide MHS with current information regarding family income and composition in a format required by MHS.
8. **Refinancing:** You must notify MHS in writing of any proposal to refinance the original purchase mortgage or of any proposal to encumber the property with secondary financing and obtain MHS's written approval of such financing prior to executing any loan documents.
9. **Default: In the event of a default on your mortgage obligation, you must cooperate with MHS and the lender to minimize any loss to the lender in order to maintain your eligibility to continue as a participant in the Section 8 Housing Choice Voucher Program.**
10. During the time the family receives home ownership assistance, no family member may have any ownership interest in any other residential property."

G. Compliance Lien

1. Upon purchase of a home, the family must execute documentation as required by HUD and MHS, consistent with State and local law.
2. Recorded document shall include refinancing limitations and similar agreements listed in Family Obligations document.

23.4 AMOUNT OF ASSISTANCE

- A. Monthly Assistance Payment. The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family's household income. MHS will pay the lower of either the payment standard minus the Total Tenant Payment ("TTP" is 30% of family's adjusted monthly income) or the family's monthly home ownership expenses minus the TTP. The Section 8 family will pay the difference.

1. Determining the Payment Standard for monthly assistance.

The voucher payment standard is the fixed amount the MHS annually establishes as the "fair market" rent for a unit of a particular size located within the MHS jurisdiction. In the Home Ownership Program, the initial payment standard will be the lower of either the payment standard for which the family is eligible based on family size, or the payment standard which is applicable to the size of the home the family decides to purchase.

The payment standard for subsequent years will be based on the higher of the payment standard in effect at commencement of the home ownership assistance, or the payment standard in effect at the most recent regular reexamination of the family's income and size.

The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. MHS may request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family.

2. Determining the Monthly Home Ownership Expense.

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses and costs of major repairs and replacements per MHS allowance; utility allowance per MHS's schedule of utility allowances; homeowner association dues, fees or regular charges assessed; and principal and interest on mortgage debt incurred to finance changes needed to make the home accessible.

3. Determining the Total Family Contribution

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30 percent of the family's monthly adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance) will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance. TFC may not exceed 50% of adjusted monthly income.

4. Housing Assistance Payment

MHS will pay the HAP directly to the lender (or lender's agent,) unless otherwise required by the lender. The family will be responsible to submit

their portion of the mortgage payment directly to the lender (or lender's agent.)

5. Down Payment Requirement

MHS has established that the minimum down payment for purchase of a home will be 3% of sale price. Family's contribution toward down payment: at least 1% of sale price comes from family's personal resources.

B. Downpayment Assistance Grant *

The amount of the down payment assistance grant will be based on two factors: the Voucher payment standard for which the family is eligible and family's household income. A one-time grant will be paid at closing equal to 12 times the difference between the payment standard and total tenant payment (TTP). Homeowner-ship expenses are not considered in the calculation.

1. Parts "F" & "G" of the "Family Participant Requirements" section do not apply to the Downpayment Assistance Grant (DAG) option.
2. The down payment assistance grant amount is paid at the time of closing to the closing agent.
3. Downpayment assistance grant amount is not to be applied toward closing costs.

Returning to rental assistance: A family who has received a DAG may apply for, and receive, tenant-based rental assistance in accordance with program requirements and PHA policies. However, the PHA may not commence tenant-based rental assistance for occupancy of the new unit so long as any family member owns any title or other interest in the home purchased with homeownership assistance. Further, 18 months must have passed since receipt of the DAG.

**The DAG provision is subject to publication of HUD Notice in Federal Register that appropriated funds are available for this use.*

23.5 TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE

A. Grounds for Termination of Home Ownership Assistance

1. Failure to Comply with Family Obligations Under Section 8 Program or MHS's Home Ownership Policies

A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, MHS

home ownership policies, or if the family defaults on the mortgage . The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide MHS with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required according to MHS home ownership policies. The family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

2. Occupancy of Home

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, MHS will not continue home ownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse the MHS for home ownership assistance paid for the month the family moves out.

3. Changes in Income Eligibility

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership Program shall continue until such time as the assistance payment amount to \$0 for a period of six (6) consecutive months.

4. Maximum Term of Home Ownership Assistance

A family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time

that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

B. Procedure for Termination of Home Ownership Assistance

A participant in the Section 8 Home Ownership Program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the MHS for the Section 8 Housing Choice Voucher program.

23.6 CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

A. Default on FHA -Insured Mortgage

If the family defaults on an FHA -insured mortgage, MHS may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (1) conveyed title to the home to HUD or its designee, as required by HUD; and (2) moved from the home within the period established or approved by HUD.

B. Default on non -FHA-Insured Mortgage

If the family defaults on a mortgage that is not FHA -insured, MHS may permit the family to move with continued Section 8 Housing Choice Voucher rental assistance if the family demonstrates that it has (1) conveyed title to the home to the lender, to MHS or to its designee, as may be permitted or required by the lender; and (2) moved from the home within the period established or approved by the lender and/or MHS.

23.7 MHS ADMINISTRATIVE FEE

A. Monthly assistance payments

For each month that home ownership assistance is paid by MHS on behalf of the family, MHS shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

B. Down payment assistance grant

This single, one-time administrative fee will be equal to six months of MHS's ongoing regular administrative fee.

23.8 WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES

The Housing Director of MHS shall have the discretion to waive or modify any provision of the Section 8 Home Ownership Program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

GLOSSARY

1937 Housing Act: The United States Housing Act of 1937 [42 U.S.C. 1437 et seq.]

Absorption: In portability, the point at which a receiving Mesa Housing Services Division stops billing the initial Mesa Housing Services Division for assistance on behalf of a portable family. [24 CFR 982.4]

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which a tenant's rent is based.

Administrative fee: Fee paid by HUD to the Mesa Housing Services Division for the administration of the program.

Administrative Plan: The plan that describes Mesa Housing Services Division policies for the administration of the tenant-based programs.

Admission: The point when the family becomes a participant in the program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP Contract for a family (first day of initial lease term).

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 childcare expenses for children less than 13 years of age. Other allowance can be given at the discretion of the Mesa Housing Services Division.

Amortization Payment: In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.

Annual Contributions Contract (ACC): The written contract between HUD and a Mesa Housing Services Division under which HUD agrees to provide funding for a program under the 1937 Act, and the Mesa Housing Services Division agrees to comply with HUD requirements for the program.

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.
- d. Annual Income also includes amounts derived (during the 12 -month period) from assets to which any member of the family has access.

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

Assets: seenetfamilyassets.

Asset Income: Income received from assets held by household 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.

Assisted lease (lease): A written agreement between an owner and a family for the leasing of a dwelling unit to the family. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the Mesa Housing Services Division.

Certification: The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following 12 months.

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 .

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.

Citizen: A citizen or national of the United States.

Common space: In shared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

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.

Contiguous MSA: In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial Mesa Housing Services Division is located.

Continuously assisted: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher Program.

Cooperative: Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

Domicile: The legal residence of the household head or spouse as determined in accordance with State and local law.

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.

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.

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.

Disabled family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

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 .

Displaced person: 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 .

Drug related criminal activity: Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Drug trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance.

Elderly family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or 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.

Elderly person: A person who is at least 62 years of age.

Evidence of citizenship or eligible status: The documents that must be submitted to evidence citizenship or eligible immigration status.

Exception rent: An amount that exceeds the published fair market rent.

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.).

Fair market rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area of rent privately owned, existing, decent, safe and sanitary rental housing of modest (non -luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family includes but is not limited to :

- a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- 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, or a person with disabilities, or the remaining member of a tenant family.

Family members: include all household members except 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 HUD Form 50058.

Family self-sufficiency program (FSS program): The program established by a Mesa Housing Services Division to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family share: The portion of rent and utilities paid by the family.

Family unit size: The appropriate number of bedrooms for a family as determined by the Mesa Housing Services Division under the Mesa Housing Services Division's subsidy standards.

50058 Form: The HUD form that Mesa Housing Services Division's are required to complete for each assisted household in public housing to record information used in the certification and recertification process, and, at the option of the Mesa Housing Services Division, for interim reexaminations.

FMR/exception rent limit: The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, the Mesa Housing Services Division may adopt a payment standard up to the FMR/exception rent limit.

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.

Gross rent: The sum of the rent to the owner plus any utilities.

Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

Head of household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Household members: include all individuals who reside or will reside in the unit and who are listed on the lease, including live-in aides, foster children and foster adults.

Housing Assistance Payment (HAP): The monthly assistance by a Mesa Housing Services Division, which includes (1) a payment to the owner for rent to the owner under the family's lease, and (2) an additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing quality standards (HQS): The HUD minimum quality standards for housing assisted under the Section 8 program.

Housing voucher: A document issued by a Mesa Housing Services Division to a family selected for admission to the Voucher Program. This document describes the program and the procedures for Mesa Housing Services Division approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Housing voucher holder: A family that has an unexpired housing voucher.

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 in determining annual income.

Income category: Designates a family's income range. There are three categories: low income, very low income and extremely low income.

Incremental income: The increased portion of income between the total amount of welfare and earnings of a family member prior to enrollment in a training program and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases and decreases, are treated in the usual manner in determining annual income.

Initial Mesa Housing Services Division: In portability, both: (1) a Mesa Housing Services Division that originally selected a family that later decides to move out of the jurisdiction of the selecting Mesa Housing Services Division; and (2) a Mesa Housing Services Division that absorbed a family that later decides to move out of the jurisdiction of the absorbing Mesa Housing Services Division.

Initial payment standard: The payment standard at the beginning of the HAP contract term.

Initial rent to owner: The rent to owner at the beginning of the initial lease term.

Interim (examination): A reexamination of a household's income, expenses, and household status conducted between the annual recertifications when a change in a household's circumstances warrant such a reexamination.

Jurisdiction: The area in which the Mesa Housing Services Division has authority under State and local law to administer the program.

Lease: A written agreement between an owner and tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the Mesa Housing Services Division.

Live-in aide: A person who resides with one or more elderly persons, or 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.

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. [1937 Act)

Manufactured home: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

Manufactured home space: In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space.

Medical expenses: Medical expenses, including medical insurance premiums that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Mixed family: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Moderate rehabilitation: Rehabilitation involving a minimum expenditure of \$1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

- a. Upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance; or
- b. Repair or replace major building systems or components in danger of failure.

Monthly-adjusted income: One twelfth of adjusted income.

Monthly income: One twelfth of annual income.

Mutual housing is included in the definition of "cooperative".

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.

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; or 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.

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 bankrupt sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. 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.

Non-citizen: A person who is neither a citizen nor national of the United States.

Notice Of Funding Availability (NOFA): For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance, and the criteria for awarding the funding.

Occupancy standards: The standards that the Mesa Housing Services Division establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Owner: Any person or entity, including a cooperative, having the legal right to lease or sublease existing housing.

Participant (participant family): A family that has been admitted to the Mesa Housing Services Division's program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the Mesa Housing Services Division for the family (first day of initial lease).

Payment standard: In a voucher tenancy, the maximum monthly assistance payment for a family (before deducting the total tenant payment by family contribution). For a voucher tenancy,

the Mesa Housing Services Division sets a payment standard in the range from 90% to 110% of the current FMR.

Person with disabilities: A person who:

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

"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.

"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 immune deficiency syndrome or any conditions arising from the etiologic agent for acquired immune-deficiency syndrome.

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

Portability: Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial Mesa Housing Services Division.

Premises: The building or complex in which the dwelling unit is located, including common areas and grounds.

Private space: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

Preservation: This program encourages owners of eligible multifamily housing projects to preserve low-income housing affordability and availability while reducing the long-term cost of providing rental assistance. The program offers several approaches to restructuring the debt of properties developed with project-based Section 8 assistance whose HAP contracts are about to expire.

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.

Public Housing Agency: A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

Reasonable accommodation: Refer to Section 1.2 for description and definition.

Reasonable rent: Rent to owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted unit in the premises.

Receiving Mesa Housing Services Division: In portability, a Mesa Housing Services Division that receives a family selected for participation in the tenant-based program of another Mesa Housing Services Division. The receiving Mesa Housing Services Division issues a voucher, and provides program assistance to the family.

Re-certification: A re-examination of a household's income, expenses, and family composition to determine the household's rent for the following 12 months.

Remaining member of a tenant family: A member of the family listed on the lease who continues to live in an assisted household after all other family members have left.

Rent to owner: The monthly rent payable to the owner under the lease. Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

Set up charges: In a manufactured home space rental, charges payable by the family for assembly, skirting and anchoring the manufactured home.

Shared housing: A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

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

Single-family dwelling: A unit that is not connected to any other dwelling unit by any means. It is separately metered for all utilities. Also known as a "house".

Single person: Someone living alone or intending to live alone who does not qualify as an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family.

Single room occupancy housing (SRO): A unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

Special admission: Admission of an applicant that is not on the Mesa Housing Services Division waiting list, or without considering the applicant's waiting list position.

Special housing types: Special housing types include: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured homespace rental).

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.

Statement of family responsibility: An agreement in the form prescribed by HUD, between the Mesa Housing Services Division and a Family to be assisted under the Moderate Rehabilitation Program, stating the obligations and responsibilities of the family.

Subsidy standards: Standards established by a Mesa Housing Services Division to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Suspension: Stopping the clock on the term of a family's voucher, for such period as determined by the Mesa Housing Services Division, from the time when the family submits a request for Mesa Housing Services Division approval to lease a unit, until the time when the Mesa Housing Services Division approves or denies the request. Also referred to as tolling.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

Tenant rent: The amount payable monthly by the family as rent to the owner minus any utility allowance.

Third-party (verification): Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling: see suspension.

Total tenant payment (TTP):

(1) Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act, which is the higher of:

30% of the family's monthly adjusted income;

10% of the family's monthly income;

Minimum rent; or

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.

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 or approved by a Mesa Housing Services Division or HUD 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.

Utility hook -up charge: In a manufactured home space rental, costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

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.

Verification:

- a. The process of obtaining statements from individuals whom can attest to the accuracy of the amounts of income, expenses, or household member status (e.g., employers, public assistance agency staff, doctors).
- b. The three types of verification are:
 - (1) Third-party verification, either written or oral, obtained from employers, public assistance agencies, schools, etc.)
 - (2) Documentation, such as a copy of a birth certificate or bank statement
 - (3) Family certification or declaration (only used when third -party or documentation verification is not available)

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. *[1937 Act]*

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (rental voucher): A document issued by a Mesa Housing Services Division to a family selected for admission to the Housing Choice Voucher Program. This document describes the program and the procedure for Mesa Housing Services Division approval of a unit selected by the family and states the obligations of the family under the program.

Voucher holder: A family holding a voucher with an unexpired search time.

Waiting list admission: An admission from the Mesa Housing Services Division waiting list. *[24 CFR 982.4]*

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	AnnualContributionsContract
CACC	ConsolidatedAnnualContributionsContract
CFR	CodeofFederalRegulations
FMR	FairMarketRent
FSS	FamilySelfSufficiency(program)
HA	MesaHousingServicesDivision
HAP	HousingAssistancePayment
HCDA	HousingandCommunityDevelopmentAct
HQS	HousingQualityStandards
H.O.U.S.E.	HomeOwnershipUsingSectionEight
HUD	DepartmentofHousingandUrbanDevelopment
INS	(U.S.)ImmigrationandNaturalizationService
NAHA	(Cranston-Gonzalez)NationalAffordableHousingAct
NOFA	NoticeofFundingAvailability
OMB	(U.S.)OfficeofManagementandBudget
PBC	Project-BasedCertificate(program)
QHWRA	QualityHousingandWorkResponsibilityActof1998
PHA	PublicHousingAgency
TTP	TotalTenantPayment

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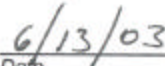
STATEMENT OF PROGRESS

Mesa Housing Services (MHS) has made a noted effort in achieving the 5-years goals of the agency created for the period between 2000 and 2004. Although some of the items listed below are either in the process of being achieved or are an ongoing process, most of the goals have been accomplished.

This certifies that the information stated below regarding the mission, goals, and progress of Mesa Housing Services is true and correct to the best of my knowledge.



Ruth Anne Norris, Housing Director



Date

5-YEAR PLAN MISSION & GOALS

Mission

Mesa Housing Services (MHS) Division's mission is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

Goals

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

PHA Goal: Expand the supply of assisted housing.

Objectives: (1) Apply for additional rental vouchers; (2) Leverage private or other public funds to create additional housing opportunities.

PROGRESS: MHS has consistently applied for the Family Self-Sufficiency Coordinator grant since 2000. In May 2002, MHS applied for a grant renewal of the Family Self-Sufficiency Coordinator position and a new grant for a Homeownership Coordinator position. MHS applied for the following grants: (1) July 2001, 150 vouchers for FY2001 Fair Share Allocation of Incremental Voucher Funding; (2) March 2002, 200 vouchers

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for FY2002 Fair Share Allocation of Incremental Funding; (3) July 2002, 75 vouchers for Mainstream Housing Opportunities for Persons with Disabilities; (4) April 2000, 125 vouchers for FY2000 Fair Share Allocation of Incremental Funding; (5) July 2001, 75 vouchers for Mainstream Housing Opportunities for Persons with Disabilities; (6) January 2003, 60 Reallocation Vouchers. The MHS Rental Rehabilitation program works with community partners to creating additional housing opportunities, such as handicapped modifications to units.

PHA Goal: Improve the quality of assisted housing.

Objectives: (1) Improve voucher management (SEMAP score) 96% to 100%; (2) Increase customer satisfaction: Increased employee awareness; (3) Concentrate on efforts to improve specific management functions: Increase supervisory file reviews, including inspections.

PROGRESS: MHS improved the SEMAP score from 96% to 102% for 2002.

Employee awareness for the need of customer satisfaction has been increased due to additional personal development training, monthly staff meetings, monthly trainings, and the creation of written procedures. Supervisory file reviews, including inspections, have increase by at least 5%. A revised "correction" form has also been important as a caseworker/inspector training tool.

PHA Goal: Increase assisted housing choices.

Objectives: (1) Provide voucher mobility counseling; (2) Conduct outreach efforts to potential voucher landlords; (3) Implement voucher homeownership program.

PROGRESS: Participants are notified of portability opportunities at their annual recertification. Landlords are invited to speak at Section 8 Staff Meetings, to attend Section 8 briefings, and to participate in landlord information sessions. Listings of Section 8-accepted units are available at the PHA office. MHS implemented the voucher homeownership program in November 2002. Currently, staff is working on coordinating policy for the disabled Section 8 population who are interested in homeownership.

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

PHA Goal: Provide an improved living environment.

Objective: Increase affordable housing by 10%.

PROGRESS: MHS is working with other city departments, such as Neighborhood Outreach and Revitalization, as well as state agencies to improve the quality of older neighborhoods.

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

PHA Goal: Promote self-sufficiency and asset development of assisted households.

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Objectives: (1) Increase the number and percentage of employed persons in assisted families; (2) Provide or attract supportive services to improve assisted recipients' employability.

PROGRESS: MHS, through Family Self-Sufficiency Program case management, provides employment, child care, training, and transportation resources to promote self-sufficiency. The Family Self-Sufficiency and Homeownership Coordinators are members of the East Valley Alliance (Arizona), through which they are able to connect resources to clients.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing.

Objectives: (1) Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability; (2) Undertake affirmative measures to provide a suitable living environment for families in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability; (3) Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

PROGRESS: The MHS Administrative Plan states "It is the policy of the City of Mesa Housing Services Division to comply fully 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. To further its commitment to full compliance with applicable Civil Rights laws, the City of Mesa Housing Services Division will provide Federal/State/local information to applicants for, and participants in, the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination...[MHS] will assist any family that believes they have suffered illegal discrimination by providing them with copies of the housing discrimination form...[MHS] will also assist them in completing the form. (p. 4)" MHS conducts outreach to current and potential landlords in an effort to locate units that are handicapped accessible, or to connect landlords with organizations that have programs to modify units to make them accessible.

Other PHA Goals and Objectives: Partner with a private developer to increase the amount of affordable housing in Mesa.

PROGRESS: MHS is researching the viability of demolishing and rebuilding a city-owned affordable housing apartment complex (built in the 1940s) to increase the number of units available, as well as improving the quality of life for current residents.