

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

PHA Plan Agency Identification

PHA Name: Clearwater Housing Authority

PHA Number: FL075

PHA Fiscal Year Beginning: (mm/yyyy) 04/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

- ☐ 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)
Our mission is to lead in creating housing opportunities to enhance the lives of those we serve.
We will:
1. Build communities with innovative programs.
 2. Sustain a dignified and desirable environment.
 3. Create alliances to nurture self-sufficiency.

B. Goals

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

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

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

- ☒ Improve public housing management: **(96.9 PHAS Advisory score)**
 - ☒ Improve voucher management: (SEMAP score) **Unknown**
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☒ Demolish or dispose of obsolete public housing: **if necessary**
 - ☐ Provide replacement public housing:
 - ☒ Provide replacement vouchers:
 - ☐ Other: (list below)
- ☐ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☒ Increase voucher payment standards (if necessary)
 - ☐ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

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

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☒ Implement measures to 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)-if necessary
 - ☐ Other: (list below)

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

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Clearwater Housing has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The Clearwater Housing Authority has, over many years, implemented policies and procedures that encourage mixed income properties, self-sufficiency, and the addition of affordable housing units in the community. We have taken a more private management approach in how we operate our business. To this end our agency plan (business plan) reflects this mission and vision.

The highlights of our plan are interwoven throughout each component, however, our self sufficiency programs, deconcentration efforts, asset management system, and eligibility and selection criteria reflect some of our major initiatives. We view this business plan as a work in progress, which we will continue to improve upon, in order that we reach our mission's goals. The Clearwater Housing Authority Board of Commissioners, through their strategic planning sessions developed a mission statement and vision that touches upon every component of this plan. Staff took this mission and vision and as a team developed the plan.

We are proud of this plan as it displays what has been done and what can be done in order to operate a more effective affordable housing business. If we do this effectively then we can better assist those families who require our services. We view our operations as a business

with a social conscious, as we need to be equipped and able to meet the affordable housing needs of those in our community.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- ☒ Admissions Policy for Deconcentration **Attachment B, Filename: (FL075b01.doc)**
- ☒ FY 2000 Capital Fund Program Annual Statement **Attachment C, Filename: (FL075c01.xls)** forms HUD 52834 & HUD 52837

- ☐ 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 A**
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan **Attachment C, Filename: (FL075c01.xls)** forms HUD 52834 & HUD 52837
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan **Attachment D, (FL075d01.doc)**
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **Part of Text**
- ☒ Other (List below, providing each attachment name) **Attachment E, (FL075e01.doc)**

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
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
✓	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	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</i> ; and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies <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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures <input 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
N/A	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
✓	Approved or submitted public housing homeownership programs/plans THROUGH SELF SUFFICIENCY PROGRAMS	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	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 903.7 9 (a)]

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list. Also, we are required to state how we intend to address these needs.

We analyzed and reviewed the City of Clearwater's Consolidation Plan. It shows there is a significant need for additional affordable housing resources in our community. Also, per the requirements, we have provided an analysis of our waiting list.

The Consolidation Plan shows a high rate of small, large and elderly households paying more than 50% of their income towards rent. The rental market in the City of Clearwater has been very tight with vacancy rates ranging from 3.8% to 2.1% the last couple of years. Thus, there is less choice and options for low-income families.

The Clearwater Housing Authority used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Our agency is part of the entire effort undertaken by the city and county to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need identified here, in accordance with our goals included in this Plan, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to help add to the affordable housing available in our community. The Clearwater Housing Authority has over the years acquired 511 units of affordable housing through bond issues and HOME loans. These properties are mixed income properties, which have provided our community with more affordable housing units. We will continue to work with our buyer's agent, bank, underwriter, and other local partners in order to protect and add to the affordable housing stock. We intend to continue to work with our local partners to try to meet these identified needs.

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.

N/A - Not enough data to compile information in this exact format.

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							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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: 1999-2000
- ☐ 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)

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

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

Housing Needs of Families on the Waiting List				
Waiting list type: (select one)				
<input type="checkbox"/> Section 8 tenant-based assistance				
<input type="checkbox"/> Public Housing				
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing				
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)				
If used, identify which development/subjurisdiction:				
	# of families as of 8/31/99		% of total families as of 8/31/99	Annual Turnover (housed 8/98-8/99)
Waiting list total	PH 257	Section 8 358		PH Section 8 121 221

Housing Needs of Families on the Waiting List				
Extremely low income <=30% AMI	207	262	72.7%	102 158
Very low income (>30% but <=50% AMI)	67	81	22.95%	17 59
Low income (>50% but <80% AMI)	13	15	4.34%	2 4
Families with children	201	262	71.78%	83 209
Elderly families	8	8	2.48%	12 16
Families with Disabilities	67	89	24.19%	22 9
Race/ethnicity – African American	115	156	42.02%	62 95
Race/ethnicity – White	165	196	55.79%	53 121
Race/ethnicity – Asian	4	4	1.24%	6 5
Race/ethnicity – Native American	3	2	.78%	0 0
Characteristics by Bedroom Size (Public Housing Only)				
1BR	152		23.57%	
2 BR	84		13.02%	
3 BR	44		6.82%	
4 BR	6		.93%	
5 BR	1		.16%	
5+ BR				
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>				

C. Strategy for Addressing Needs

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

The Clearwater Housing Authority will maintain its partnerships with local organizations to address the needs of the families applying for subsidized housing. We will continue our average turnover time, from turnover to lease up, of 10 days per unit and we will implement another self-sufficiency program for public housing residents through an EDSS grant. Clearwater Housing Authority will also be acquiring or building communities to provide more opportunities for low-income family housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- ☒ Apply for additional section 8 units should they become available

- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

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

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

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships (**rent burden**)
- ☒ 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 (**only if necessary**)
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available (**currently administer 75 certificates for families with disabilities**)
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community

- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	730,378.00	
b) Public Housing Capital Fund	703,635.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,939,695.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	.00	
g) Resident Opportunity and Self-Sufficiency Grants (FIC & EDSS)	204,377.00	
h) Community Development Block Grant	.00	
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Shelter Plus Care Grant	84,744.00	Sec. 8 Supportive Services & housing for homeless
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Family Investment Center grant	27,496.00	PH self-sufficiency program
Shelter Plus Care grant	2,122,670.00	Sec. 8 Supportive Services & housing for homeless
Economic Development and Supportive Services grant	75,000	PH self-sufficiency program
3. Public Housing Dwelling Rental Income	849,886.00	Program Administration
4. Other income (list below)		
Interest Income	63,814.00	Program Administration
Commissions and Fees	10,416.00	Program Administration
4. Non-federal sources (list below)		
Total resources	9,812,111.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

- ☒ Other: (describe)
During application process

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)
Debt owed to other subsidized housing programs
Definition of family
Graduate of a Section 8 or PH self-sufficiency program within last two years

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)
Site visits conducted by CHA at various organizations

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

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

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☒ One
 - ☐ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- ☒ Emergencies

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

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- Self-sufficiency program.
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an

absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

6 Date and Time

Former Federal preferences:

- 4 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
Substandard housing
Homelessness
- 3 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
- 5 Residents who live and/or work in the jurisdiction
- 4 Those enrolled currently in educational, training, or upward mobility programs-self-sufficiency program
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)
- 4 Elderly/Disabled

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

Notices
Letters

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

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (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: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

- ☒ 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)
Repetitive criminal history that may threaten the safety and peaceful enjoyment of property.
- ☐ 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 – upon request
☒ Other (describe below)
Upon request – eviction, damages, and rental history

(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)
Site visits conducted by CHA to various organizations

(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:

Extenuating circumstances and special needs.

(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 program - self-sufficiency program
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

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

6 Date and Time

Former Federal preferences

- 4 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
Substandard housing
Homelessness
- 3 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
 - 5 Residents who ~~live and/or work~~ in your jurisdiction
 - 4 Those enrolled currently in educational, training, or upward mobility programs-
self-sufficiency program
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)
 - 4 Disabled/handicap
4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- ☒ Date and time of application
 - ☐ Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
- ☒ This preference has previously been reviewed and approved by HUD
 - ☐ The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- ☐ The PHA applies preferences within income tiers
 - ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ The Section 8 Administrative Plan
 - ☒ Briefing sessions and written materials
 - ☒ Other (list below)
Newsletters
Notices
Letters

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

- ☒ Through published notices – If necessary
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

- a. Use of discretionary policies: (select one)

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

---or---

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

- b. Minimum Rent

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

- ☐ \$0
☒ \$1-\$25
☐ \$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:

Families are afforded hardship waivers as set forth in the regulations. A minimum rent of \$1.00 has been set and those families unable to pay minimum rent are given a 90-day hardship waiver.

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:

A family will be permitted a choice in their rent system. Residents will either pay on a flat rent basis or rent based on 30% of their adjusted income, not to exceed the ceiling rent. Ceiling rents were determined by conducting a rent reasonableness study of the City for the various census tracts.

Flat rents and ceiling rents are listed for each property in our Admissions and Continued Occupancy policy as well as posted at each community.

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

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

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☐ The section 8 rent reasonableness study of comparable housing
 - ☐ Survey of rents listed in local newspaper
 - ☐ Survey of similar unassisted units in the neighborhood
 - ☒ Other (list/describe below)
The flat rents were determined by calculating the Authority's total historic operating cost per bedroom size and per development.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- ☒ Annually
- ☐ Other (list below)

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

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)
Amount of people on waiting list and wait time.

(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)
Hardship waiver as specified in regulations.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	580	
Section 8 Vouchers	260	
Section 8 Certificates	595	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	75 Mainstream Certificates for Disabaled	
Public Housing Drug Elimination Program (PHDEP)	580	
Other Federal Programs(list individually)	EDSS grant 50 families FIC grant 65 families SPC grant 50 families FSS Coord. grant 65 families	

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
Admissions and Continued Occupancy Policy (ACOP)

Capitalization Plan (Comp Grant 5 year plan)
Check Signing Policy (by Board resolution)
Community Space (held leases)
Criminal Records Management Policy (within ACOP)
Equipment Disposition Policy
Drug Free Workplace Policy
Equal Employment Opportunity Policy (within ACOP)
Personnel Policy
Maintenance Manual (including pest control)
Natural Disaster Plan
Safety Program Plan
Procurement Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Same as Public Housing General Type Policies listed Above:

Check Signing Policy (by Board resolution)
Criminal Records Management Policy (within ACOP)
Equipment Disposition Policy
Drug Free Workplace Policy
Equal Employment Opportunity Policy (within ACOP)
Personnel Policy
Natural Disaster Plan
Safety Program Plan
Procurement Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

Reasons for denials or terminations have been expanded within Federal Regulations and they are listed in the Section 8 Administrative plan.

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

- ☒ PHA main administrative office
☒ 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 24 CFR 982?

If yes, list additions to federal requirements below:

Reasons for denials or terminations have been expanded within Federal Regulations and they are listed in the Section 8 Administrative plan.

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

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment C, Filename: FL075c01.xls**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment C, Filename: FL075c01.xls**

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

CHA is in a growth mode and will be looking for properties to acquire or develop in order to expand the affordable housing units within our community.

☐ 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:

CHA will be evaluating any changes necessary throughout the year.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

- ☐ 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: (DD/MM/YY)
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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
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 Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <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. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

☐ Part of the development

☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

☐ 25 or fewer participants

☐ 26 - 50 participants

☐ 51 to 100 participants

☐ more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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? 08/23/99

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

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☒ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☒ Other (describe)
TANF staff conducts case management, on-site, at our largest family public housing community. CHA's Family Self-Sufficiency Coordinator serves on the WAGES Sub-Committees. TANF staff serves on the Management Advisory Committee for CHA's Self-Sufficiency programs.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- ☒ Public housing rent determination policies
☒ Public housing admissions policies
☒ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☒ Other policies (list below)
Escrow account policies for Family Self-Sufficiency, Family Investment Center, and Economic Development and Supportive Services.

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/speci fic criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	100	open	Main office-Section 8 Dept.	Section 8
Family Investment Center	75	open	Management Ofc. & Family Investment Ctr. Ofc. at Jasmine Courts	Public Housing
Economic Development and Supportive Services	50	open	Management Ofc. & Family Investment Ctr. Ofc. at Jasmine Courts	Public Housing
Boys & Girls Club	100	open	Boys & Girls Club on site at Jasmine Courts	Both
Recreational Center	125	open	Rec. Ctr. on site at Jasmine Courts	Both
Girl's Incorporated	60	open	On site at Jasmine Courts	Both
Family Support Services	124	open	On site at Jasmine Courts	Public Housing
R'Club for Kids	60	Waiting list	On site at Jasmine Courts	Both
Head Start	55	Waiting list	On site at Jasmine Courts	Both
Meals on Wheels	30	open	On site at Barbee Towers and Ralph Richards Tower	Public Housing (elderly/disabled)
The SHARE Program (food)	10	open	On site at Barbee Towers and Ralph Richards Tower	Public Housing (elderly/disabled)
The Wellness Center	20	open	On site at Barbee Towers and Ralph Richards Tower	Public Housing (elderly/disabled)

Neighborhood Family Drop in Center	400	open	On site at Jasmine Courts	Public Housing
*CHA leases non-dwelling space at the administrative building (Levison Center) to the following agencies: · Religious Community Service Food Pantry · AARP – working retired citizens · Neighborly Senior Services Adult Day Care · Special People Assisting Retarded Citizens Thrift Store	10,000+ (Serve Clearwater Community at large)	open	Main Office – Levison Center	Both (Serve Clearwater community at large)

(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: 12/24/99)
Public Housing EDSS & FIC grants	100 per year serviced	85
Section 8	100 per year serviced	65

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
Really N/A as CHA is not required to maintain minimum.
 If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Jasmine Courts
Chesapeake Villas
Homer Villas

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

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

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
Additional, beyond base line services, from City police, through the Drug Elimination grant. Police sub-stations are located at Jasmine Courts and Homer Villas.

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

Jasmine Courts
Chesapeake Villas
Homer Villas

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)
Two sub-stations on site (Jasmine Courts and Homer Villas) with Computer labs.

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

Jasmine Courts

Chesapeake Villas

Homer Villas

D. Additional information as required by PHDEP/PHDEP Plan

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

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is an (**Attachment D, Filename: FL075d01.doc**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(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?
N/A
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☒ Provided below:
- Resident Advisory Board verbally stated they were, overall, supportive of plan but concerned with the final rule outcome for the pet policy, as they are apprehensive about the addition of pets in family housing.
- Gulfcoast Legal Services provided comments regarding the expansion of the Resident Advisory Board to include other agencies, mission statement to include statement on fair housing, higher preference points for elderly and disabled, supported CHA's addition of victims of domestic violence preference, more information on community work requirement desired, less stringent proposed pet policy, and the raising of the payment standard to 100% of FMR.
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)
CHA responded in writing to Gulfcoast legal services advising them of what action we were or were not taking in response to their comments. Issues regarding pet policies and community work responsibility cannot be pursued further until a final rule is issued.

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.)
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)
Candidates apply with the City. The Mayor selects a candidate and may confer with CHA Executive Director and CHA Board members as well as residents. The Mayor recommends candidate to the City Commission. Once City Commission approves the Mayor appoints to the CHA Board.

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) N/A

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) **City of Clearwater**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)

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

The Consolidation Plan shows a high rate of small, large and elderly households paying more than 50% of their income towards rent. The rental market in the City of Clearwater has been very tight with vacancy rates ranging from 3.8% to 2.1% the last couple of years. Thus, there is less choice and options for low-income families.

The Clearwater Housing Authority used this analysis to prepare our five-year goals and objectives. It reflects our priorities that we have set forth in our Mission Statement.

Our agency is part of the entire effort undertaken by the city and county to address our jurisdiction's affordable housing needs. While we cannot ourselves meet the entire need

identified here, in accordance with our goals included in this Plan, we will try to address some of the identified needs by using appropriate resources to maintain and preserve our existing stock. When appropriate and feasible, we will apply for additional grants and loans from federal, state and local sources, including private sources to help add to the affordable housing available in our community. The Clearwater Housing Authority has over the years acquired 511 units of affordable housing through bond issues and HOME loans. These properties are mixed income properties, which have provided our community with more affordable housing units. We will continue to work with our buyer's agent, bank, underwriter, and other local partners in order to protect and add to the affordable housing stock. We intend to continue to work with our local partners, which have been very supportive, to try to meet these identified needs.

D. Other Information Required by HUD

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

Required criteria that CHA will use to determine “a substantial deviation or significant amendment or modification” to the annual plan or 5 year plan, as required by CFR 903.7(r)

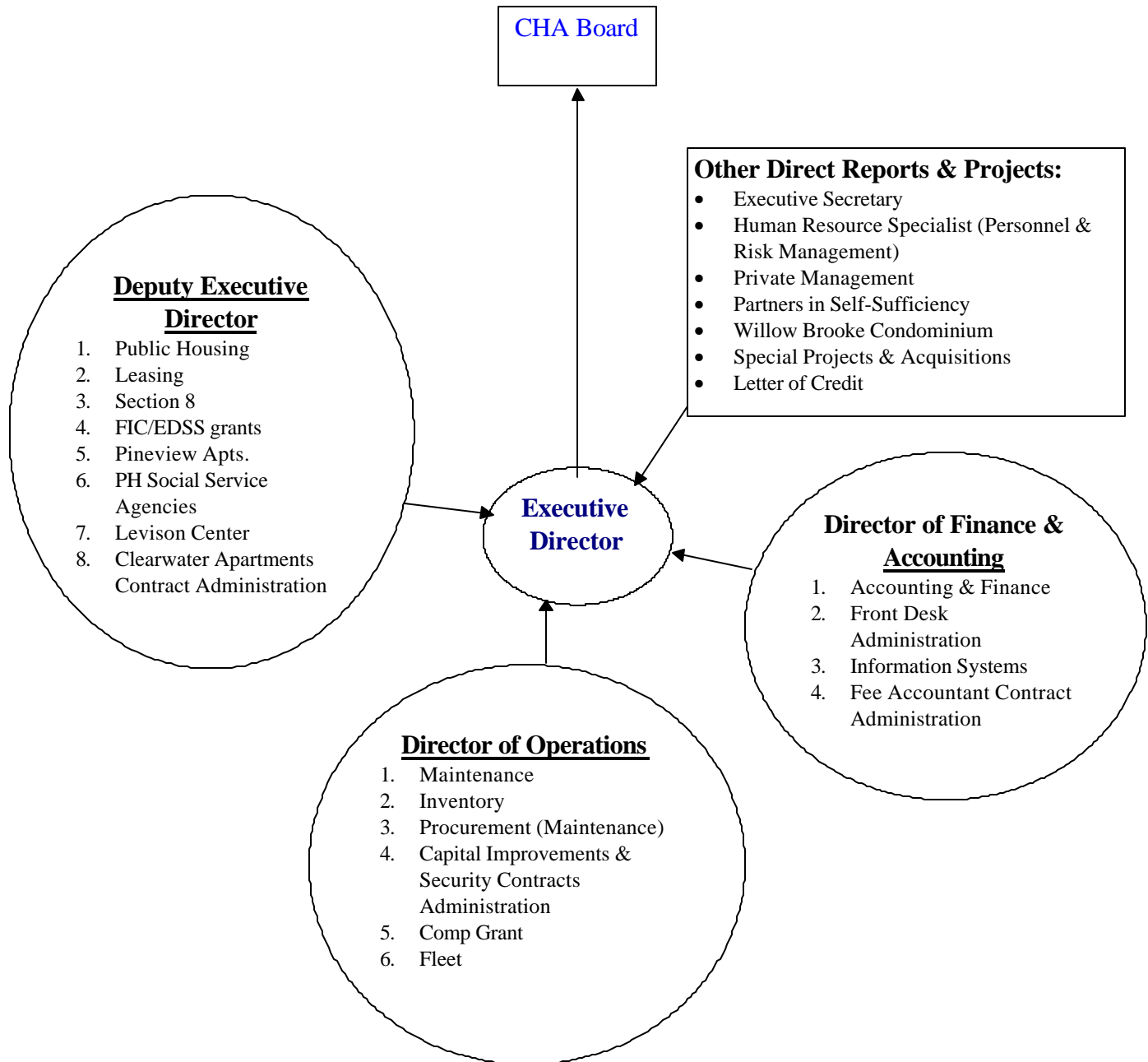
Substantial deviations or significant amendments or modifications are defined as discretionary changes in plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

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

Attachment A

CLEARWATER HOUSING AUTHORITY Organizational Matrix



Attachment B Filename: FL075b01.doc
Admissions and Continued Occupancy Plan

Attachment C Filename: FL075c01.xls
FY 2000 Capital fund Program; both annual and 5 year plans. Forms HUD 52834 & HUD 52837.

Attachment D Filename: FL075d01.doc
PHDEP FY 2000 application

Attachment E Filename: FL075e01.doc
Section 8 Administrative Plan

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (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	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Clearwater Housing Authority

Section 8 Administrative Plan

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CLEARWATER HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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

1.0 FAIR HOUSING

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

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

To further its commitment to full compliance with applicable Civil Rights laws, the Clearwater Housing Authority will provide Federal/State/local information to applicants/residents of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application at the Clearwater Housing Authority Central office.

The Clearwater Housing Authority will assist any family that believes they have suffered illegal discrimination by providing the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMODATION

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

Anyone requesting an application may request a reasonable accommodation. Requests are to be written.

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

Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

7. 1. Would the accommodation constitute a fundamental alteration? The Clearwater Housing Authority's business is housing. If the request would alter the fundamental business that the Clearwater Housing Authority conducts, that would not be reasonable. For instance, the Clearwater Housing Authority would deny a request to have the Clearwater Housing Authority do grocery shopping for a person with disabilities.
- 8.
9. 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Clearwater Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

Generally the individual knows best what it is they need; however, the Clearwater Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Clearwater Housing Authority's programs or services.

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

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

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

2.1 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The Clearwater Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families.

3.0 FAMILY OUTREACH

The Clearwater Housing Authority will publicize the availability and nature of the Public Housing Program for very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Clearwater Housing Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with community service personnel.

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

4.0 RIGHT TO PRIVACY

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

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

5.0 REQUIRED POSTINGS

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

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy.
- B. Notice of the status of the waiting list (opened or closed).
- C. A listing of all the developments by name, address, number of units, address of all community offices, office hours, telephone numbers.
- D. Income Limits for Admission.
- E. Utility Allowance Schedule.

- F. Current Schedule of Routine Maintenance Charges.
- G. Dwelling Lease.
- H. Grievance Procedure.
- I. Fair Housing Poster.
- J. Equal Opportunity in Employment Poster.
- K. Any current Clearwater Housing Authority Notices.

6.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

Clearwater Housing Authority Central Office
Levison Center
210 Ewing Avenue
Clearwater FL 33756

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

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

Applications may be made in person at the Clearwater Housing Authority Central Office, Levison Center, 210 Ewing Avenue, Clearwater FL 33756 on Monday – Friday. Applications will be mailed to interested families upon request and with a self-addressed stamped envelope for the applicant family making request.

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

Upon receipt of the family's application, the Clearwater Housing Authority will make a determination of eligibility. The Clearwater Housing Authority will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait

before housing may be offered. If the Clearwater Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity for an informal review of the determination.

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

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

7.0 MANAGING THE WAITING LIST

7.1 *OPENING AND CLOSING THE WAITING LIST*

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

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

7.2 *ORGANIZATION OF THE WAITING LIST*

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

- A. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- B. Any contacts between the Clearwater Housing Authority and the applicant will be documented in the applicant file.

7.3 *FAMILIES NEARING THE TOP OF THE WAITING LIST*

When a family appears to be close to being offered a unit, the family will be notified. 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 Clearwater Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

The applicant at the top of the community-wide waiting list shall be offered an appropriate unit at the location for which there is a vacancy. If the applicant rejects the offer, they shall be removed from the waiting list. However, if the applicant presents to the satisfaction of the Clearwater Housing Authority clear evidence that acceptance of the offer will result in undue hardship not related to considerations of race, color or national origin, such as inaccessibility to employment, children's daycare, or a financial hardship and the like, the refusal shall not cause the applicant to lose their position on the waiting list.

7.4 *PURGING THE WAITING LIST*

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

7.5 *REMOVAL OF APPLICANTS FROM THE WAITING LIST*

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

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

7.6 *MISSED APPOINTMENTS*

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

The Clearwater Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Clearwater Housing Authority will work closely with the family to find a more suitable time.

7.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Clearwater Housing Authority, 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 Clearwater Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Clearwater Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation.

8.0 DETERMINATION OF ELIGIBILITY

8.1 INTRODUCTION

- 1.
2. To be eligible for participation, an applicant must meet the following criteria.
 - A. An applicant must be a “family” as defined in §8.2.
 - B. An applicant must be within the appropriate Income Limits.
 - C. An applicant must provide documentation of Social Security Numbers for all family members, or certify if a family member does not have a Social Security Number and when they will have one.
 - D. Each member of the applicant household must declare citizenship or immigration status. Noncitizens must provide verification of their status.
 - E. No member of the household may have been evicted from public housing, Indian housing, Section 236 or any Section 8 program for violent or drug-related criminal activity for five years prior to the date of application.

8.2 ELIGIBILITY CRITERIA

- 7.
8. **A. Family status.**
 1. **A family with or without children** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
 1. a. Children temporarily absent from the home due to placement in foster care are considered family members.
 - 2.

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

1. 2. An **elderly family**, which is:

2.

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

3. A **near-elderly family**, which is:

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

4. A **disabled family**, which is:

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

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

6. A **remaining member of a resident family**, which is an emancipated adult.

7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a resident family.
- 8.
- 9.
- 10.
11. Live-in Aide
- 12.
13. A family may include a live-in aide provided that the live-in aide:
 - a. Is determined to be essential to the care and well being of an elderly person, a near-elderly person, or a person with a disability;
 - b. Is not obligated for the support of the person(s); and
 - c. Would not be living in the unit except to provide care for the person(s).
- 1.
2. A live-in aide is treated differently than family members:
 - a. Income of the live-in aide will not be counted for purposes of eligibility or level of benefits;
 - b. Live-in aide is not subject to Non-Citizen Rule requirement; and
 - c. Live-in aide will not be considered as a remaining member of the applicant or participant family and will be required to move if the resident moves or has deceased.
- 1.
2. A live-in aide may only reside in the unit with the prior written approval of the Clearwater Housing Authority. Written verification will be required from the particular doctor providing care. The verification must specifically state that a live-in aide is essential for the daily care of the family member who is elderly, near-elderly or disabled. Live-in aide must provide proof of certification and qualifications.
- 3.
4. Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements of the definition described above.
- 5.
6. The live-in aide's family members may also reside in the unit with the Clearwater Housing Authority's prior written approval. The presence of the live-in aide's family members must not overcrowd the unit.
- 7.
8. At any time, Clearwater Housing Authority may refuse to approve a particular person as a live-in aide or may withdraw such approval if the person:
- 9.

10. Commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
11. Commits drug-related criminal activity or violent criminal activity;
12. Currently owes rent or other amounts to the Clearwater Housing Authority or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;
13. Is the landlord of the unit; or
14. Does not qualify under the eligibility criteria described in this Policy.

7. B. Income eligibility

1. 1. To be eligible for admission to developments, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
2. 2. Income limits apply only at admission and are not applicable for continued occupancy.
1. 3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Clearwater Housing Authority.
2. 4. If the Clearwater Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
1. 5. Income limit restrictions do not apply to families transferring within the CHA Public Housing Program.

7. C. Citizenship/Eligibility Status.

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 - A. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.

- B. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 12.6 for calculating rents under the noncitizen rule.)

7. D. Social Security Number Documentation.

To be eligible, all family members must provide a Social Security number, or certify that they are in the process of receiving one.

8.3 INCOME LIMITS

In order to be eligible for assistance, an applicant must be either:

- A. Very low income family, as defined by the very low income limits published by HUD in the *Federal Register* for the Clearwater Area; or
- B. Low income family in any of the following categories:
 - 1. Continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under the 1937 Housing Act Program within 60 days prior to Voucher issuance. The Program includes Public Housing, all Section 8 programs, and all other federally subsidized rental programs.
 - 2. Physically displaced by rental rehabilitation activity under 24 CFR Part 511.
 - 3. Non-purchasing family residing in a HOPE 1 or HOPE 2 project.
 - 4. Non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173.
 - 5. Displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.
 - 6. Residing in a HUD-owned multifamily rental housing project when the project is sold, foreclosed or demolished by HUD. (Certificate Program only.)

To determine if the family is income eligible, the Clearwater Housing Authority compares the annual income of the family to the applicable income limit for the family's size. Families whose annual income exceeds the income limit will be denied admission, notified of the denial and offered an informal review.

8.4 SUITABILITY

7.

- 8. A. Applicant families will be evaluated to determine whether, based on their recent

behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Clearwater Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other residents, Clearwater Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

7. B. The Clearwater Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

3. 1. History of meeting financial obligations, especially rent;
4. 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
3. 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other residents or staff or cause damage to the property;
3. 4. History of disturbing neighbors or destruction of property;
3. 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
3. 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

- C. The Clearwater Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Clearwater Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:

3. 1. A credit check of the head, spouse and co-head;
4. 2. A rental history check of all adult family members;
6. 3. A criminal background check on all adult household members, including

live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Clearwater Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

8.

9. 4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and

10.

11. 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

8.5 GROUND'S FOR DENIAL

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

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, drug-related criminal activity, and any other criminal activity that would adversely affect the health, safety, well being of other tenants, staff, agents of the Clearwater Housing Authority, or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;

- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Clearwater Housing Authority may waive this requirement if:
 - 1. The person demonstrates to the Clearwater Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
 - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Clearwater Housing Authority staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. Has not been one year from successful completion of probation from projected date of admission;

- Q. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property; or
- R. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

Notification of Denial - Each applicant determined to be ineligible for admission shall be notified of their eligibility status. This notice may be given either in writing or verbally but the application must be documented to show when and how the notice was given.

8.6 INFORMAL REVIEW

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

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

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

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES

Applicants will be selected according to the preferences listed below. All preferences claimed must be supported by verification of the circumstance claimed. Points are assigned to each preference category listed. Applicants will be selected in order based upon highest number of points assigned. In all cases where families may have the identical preference points, then date and time of application will govern selection. Local preferences will be weighted as follows:

<u>Local Preference</u>	<u>Point Value</u>
1. Residency	5
2. Elderly, disabled	10
3. Working	30
4. Rent Burden	15
5. Displaced	10
6. Victims of Domestic Violence	20
7. Clearwater Housing Authority Self-Sufficiency Program (pre-approved application)	10

Definition of Preferences:

1. Residency. Applicants who are living, working, or have been notified that they are hired to work in Clearwater will be considered residents and will qualify to receive points. This preference has been HUD approved.
2. Elderly/Disabled. An applicant household in which the head of household, spouse or co-head of household is elderly or disabled.
3. Working. Applicant households in which the head of household, spouse or co-head of household has been employed full-time in the same position for at least six months.
4. Rent Burden. Families paying more than 50% of their income for rent and utilities for at least 90 days will receive this preference. For purposes of this preference, “Family Income” is Gross Monthly Income as defined in the regulations. “Rent” is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of resident-supplied utilities calculated as a reasonable estimate of the cost of such utilities, using the Section 8 Utility Allowance Schedule.
5. Displaced. Applicant households who have been displaced by federally recognized disasters, government action or other circumstances through no fault of their own. Families who have been evicted for cause do not qualify for this preference.
6. Victims of Domestic Violence. Applicant households in which the head of household is residing in a battered persons shelter and have placed a restraining order or injunction on the aggressor.
7. Clearwater Housing Authority Self-Sufficiency Program. Applicants who have completed a pre-approved application from any Clearwater Housing Authority self-sufficiency program.

A. VERIFICATION OF PREFERENCES (24 CFR 5.415)

Preference information on applicants will be updated as applicants are selected from the waiting list.

If Clearwater Housing Authority denies a preference, Clearwater Housing Authority will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsified documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

B. SPECIAL ADMISSIONS (24 CFR 982.203, 982.54)

If HUD awards the Clearwater Housing Authority funding that is targeted for specifically named families, the Clearwater Housing Authority will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The Clearwater Housing Authority maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian housing project;
- A family residing in a multi-family rental housing project when HUD sells, forecloses or demolishes the project;
- Housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

9.2 ASSIGNMENT OF BEDROOM SIZES

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

Number of Bedrooms	Number of Persons	
	Minimum	Maximum

0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	6	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

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

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

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of 5 will share a bedroom.
- C. Adults and children will not be required to share a bedroom unless child is under the age of 5.
- D. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Clearwater Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 2 years or until the family size changes, whichever may occur first.
- B. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense)

to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.

- C. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.3 *SELECTION FROM THE WAITING LIST*

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

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

9.4 *DECONCENTRATION POLICY*

It is Clearwater Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing. Through local preferences, self-sufficiency programs, and the acquiring of additional properties, we will be able to encourage income mixing within our community.

9.5 *DECONCENTRATION INCENTIVES*

The Clearwater Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

9.6 *OFFER OF A UNIT*

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

The Clearwater Housing Authority will contact the family. The family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Clearwater Housing Authority regarding the offer. In certain cases the family will also be contacted by telephone.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have one (1) business day to accept or reject the unit. This verbal offer and the family's decision must be documented in the family's file.

9.7 REJECTION OF UNIT

If the family rejects the unit without good cause, the family will forfeit their application for public housing and if they are concurrently on the Section 8 waiting list, they will forfeit their application's preferences and be placed at the bottom of the Section 8 waiting list.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (only for those working or going to school).

9.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than five (5) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

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

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, and the current schedule of routine maintenance charges. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

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

The family will pay a security deposit at the time of lease signing. The security deposit for Public Housing will be equal to:

PUBLIC FAMILY HOUSING

Bedroom Size	Security Deposit Amount
1	\$250
2	\$300
3	\$350
4	\$400
5	\$450

Security deposits for Barbee Towers and Ralph Richards Tower will be \$200.

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

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

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

- 1.
2. To determine annual income, the Clearwater Housing Authority counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Clearwater Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

10.1 INCOME

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

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

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

- 7. A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- 8.
- 9. B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- 10.
- 11. C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- 12.
- 13. D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- 14.
- 15. E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)

F. TANF (Temporary Assistance for Needy Families)

- a. The amount of the allowance or grant.
- b. If the amount of TANF 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 requirements and/or had not committed an act of fraud.
- c. If the amount of assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.

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

8.

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

10.

10.2 ANNUAL INCOME

1.

2. 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 resident family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;

- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 - 1. Amounts received under training programs funded by HUD;
 - 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 - 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident 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. Adoption assistance payments;

9. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:

a. Comparable Federal, State or local law means a program providing employment training and supportive services that:

- i. Is authorized by a Federal, State or local law;
- ii. Is funded by the Federal, State or local government;
- iii. Is operated or administered by a public agency; and
- iv. Has as its objective to assist participants in acquiring employment skills.

b. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

7. 10. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. Additionally, this exclusion is only available to the following families:

8.

9. a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.

10.

11. b. Families whose income increases during the participation of a family member in any family self-sufficiency program.

12.

13. c. Families who are or were, within 6 months, assisted under a State TANF program.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

11. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10;

12. 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;
13. 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. 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 child care under the Child Care and Development Block Grant Act of 1990;
- n. Earned income tax credit refund payments; or
- o. Payments for living expenses under the Americorps Program.

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

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- 7. A. \$480 for each dependent;
- 8.
- 9. B. \$400 for any elderly family or disabled family;
- 10.
- 11. C. Disability assistance expenses in excess of 3% of annual income, 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. 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.
- 12.
- 13. D. For any elderly or disabled family:
- 14.
- 15. 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;
- 16.
- 17. 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;
- 18.
- 19. 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.
- 20.
- 21. E. Child care expenses;
- 22.

- F. Child Support payments made by a member of the family for the support and maintenance of any child who does not reside in the household, except that the amount excluded under this clause may not exceed \$480 for each child for whom such payment is made.
- G. Spousal Support expenses made by a member of the family for the support and maintenance of any spouse or former spouse who does not reside in the household, except that the amount excluded under this clause shall not exceed the lesser of (1.) the amount that such family member has a legal obligation to pay, or (2.) \$550 for each individual for whom such payment is made.

11.0 VERIFICATION

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

11.1 ACCEPTABLE METHODS OF VERIFICATION

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

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to the Clearwater Housing Authority and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Clearwater Housing Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/resident 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 Clearwater Housing Authority will accept documentation received from the applicant/resident. Hand-carried documentation will be accepted if the Clearwater Housing Authority has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

11.2 TYPES OF VERIFICATION

The Clearwater Housing Authority 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 Clearwater Housing Authority will send a request form to the source along with a release form signed by the applicant/resident via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment

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

7. Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.
7. Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Clearwater Housing Authority will make a copy of the individual's INS documentation and place the copy in the file. The Clearwater Housing Authority will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Clearwater Housing Authority will mail information to the INS in order that a manual check can be made of INS records.
7. Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the head of the household must sign the list.
7. Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.
- 8.
7. Any family member who does not choose to declare their status must be listed on the statement of noneligible members.
8. If no family member is determined to be eligible under this section, the family's eligibility will be denied.
7. The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.
7. If the Clearwater Housing Authority determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 5 years from the date of eviction or termination.

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

7. Prior to admission, each family member who has a Social Security number must provide verification of their Social Security number. New family members must provide this verification prior to being added to the lease.
7. The best verification of the Social Security number is the original Social Security card. If the card is not available, the Clearwater Housing Authority will accept letters from the Social

Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

7. If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.
- 8.
9. If a member of a resident family that is at least 62 years of age indicates they have a Social Security number, but cannot readily verify it, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

11.5 TIMING OF VERIFICATION

Verification information must be dated within sixty (60) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance. (Or, the Housing Authority will only verify and update those elements reported to have changed.)

11.6 FREQUENCY OF OBTAINING VERIFICATION

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

For each family member, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

12.1 FAMILY CHOICE

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

7. A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
7. B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method once annually for any of the following reasons:
 6. 1. The family's income has decreased.
 6. 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 6. 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- 7.
8. The Clearwater Housing Authority will post the flat and ceiling rents at each of the developments and at the central office. These rents are before deduction of utility allowances.
- 9.
10. If a resident family elects flat rent it may affect their ability to participate in the Clearwater Housing Authority self-sufficiency programs.
- 11.

12.2 THE FORMULA METHOD

- 6.
7. The total tenant payment is equal to the highest of:
 - A. 10% of monthly income;
 - B. 30% of adjusted monthly income; or
6. The family will pay the greater of the total tenant payment or the minimum rent of \$1.00, but never more than the ceiling rent.

12.3 MINIMUM RENT

The Clearwater Housing Authority has set the minimum rent at \$1.00. However if the family requests a hardship exemption, the Clearwater Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
 - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
 - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - 5. When a death has occurred in the immediate family.
- B. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. If the Housing Authority reasonably 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 Housing Authority will offer a repayment agreement in accordance with the Section 18 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

12.4 FLAT RENTS

The Clearwater Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The Clearwater Housing Authority determined the operating costs of the unit and set the rent, within the costs to operate the units based upon location. The amount of the flat rent

will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 14.3).

The Clearwater Housing Authority will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

12.5 CEILING RENTS

The Clearwater Housing Authority has set a ceiling rent for each public housing unit. The Clearwater Housing Authority determined the market value of the unit and set the rents within the market values for the area. The amount of the ceiling rent will be reevaluated annually and the adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Clearwater Housing Authority will post the ceiling rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

12.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

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

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

cannot find suitable affordable housing, the Clearwater Housing Authority will provide additional search periods up to the maximum time allowable.

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

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

12.7 RENT PHASE IN

Phasing in of rent or transitional formula, will be applied for public housing families who meet one of the following criteria:

1. Whose income increases as a result of employment of a member of the family who was previously unemployed for 1 or more years;
 2. Whose earned income increases during the participation of a family member in any family self-sufficiency program; or
 3. Families who are or were, within 6 months, assisted under a State TANF program.
- There will be no increase in their rent for the first year. Their rent will increase 50% of the normal increase in the second year, and will be fully phased in for the third year.

As an alternative to the transition formula, or phase-in of rent, a qualified resident will be provided the option of participation in one of the Clearwater Housing Authority's self-sufficiency programs.

12.8 UTILITY ALLOWANCE

7. The Clearwater Housing Authority shall establish a utility allowance for all check-metered utilities and for all resident-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Clearwater Housing Authority will review the actual consumption of resident families as well as changes made or anticipated due to modernization (weatherization efforts,

installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

8.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Clearwater Housing Authority. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

7.

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

7.

12.9 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the Clearwater Housing Authority on-site management office for that community. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment; cashier's checks and money orders only. Personal checks may be accepted at particular designated sites at the discretion of the Executive Director. Checks returned for insufficient funds will incur late charges plus an additional \$15 for processing.

If the rent is not paid by the fifth of the month, a fourteen (14) day notice of eviction will be issued to the resident. In addition, a \$25 fee and \$3.00 a day late charge will be assessed to the resident beginning on the 6th day.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL (IN COMPLIANCE WITH THE INSTRUCTIONS OF THE INTERIM RULE THIS PARTICULAR SECTION IS NOT FINALIZED NOR EFFECTIVE UNTIL HUD COMPLETES ITS RULE MAKING PROCESS.)

In order to be eligible for continued occupancy, each adult family member must either contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or participate in an economic

self-sufficiency program unless they are exempt from this requirement.

13.2 EXEMPTIONS

7.

8. The following adult family members of resident families are exempt from this requirement. (§13.1)

- 6. A. Family members who are 62 or older;
- 6. B. Family members who are blind or disabled;
- 6. C. Family members who are the primary care giver for someone who is blind or disabled;
- 6. D. Family members engaged in work activity;
- 6. E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program; or
- 6. F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

13.3 NOTIFICATION OF THE REQUIREMENT

- 6. The Clearwater Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.
- 6. The Clearwater Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Clearwater Housing Authority shall verify such claims.
- 6. The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

7.

13.4 VOLUNTEER OPPORTUNITIES

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

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

The Clearwater Housing Authority will partner with local agencies in identifying a list of volunteer community service opportunities.

6.

13.5 THE PROCESS

6. At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Clearwater Housing Authority will do the following:
 - A. Provide a list of volunteer opportunities to the family members.
 - B. Provide information about obtaining suitable volunteer positions.
 - C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

Approved and signed worksheets are to be submitted to the housing manager no later than at the family's annual review. The family members must show 8 hours per month of volunteer work.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

6. The Clearwater Housing Authority will notify any family found to be in noncompliance of the following:
7.
 - A. The family member(s) has been determined to be in noncompliance;
 - B. That the determination is subject to the grievance procedure; and
 - C. That, non-compliance will result in non renewal of lease or termination of lease;

7.

13.7 OPPORTUNITY TO CURE

6. The Clearwater Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.
6. If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after two (2) months, the Clearwater Housing Authority shall take action to terminate the lease.

7.

14.0 REEXAMINATIONS

At least annually for formula based rent and every three years for flat base rent, the Clearwater Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine the rent the family will pay, and whether the family is housed in the correct unit size.

14.1 GENERAL

7. The Clearwater Housing Authority will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter 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.
- 8.
9. During the appointment, the Clearwater Housing Authority will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will placed on the transfer list.

14.2 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 Clearwater Housing Authority taking eviction actions against the family.

14.3 FLAT RENTS

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- 7. B. The amount of the flat rent.
- 7. C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- 9.
- 10. D. Families who opt for the flat rent will be required to go through the income reexamination process every 3 years, rather than the annual review they otherwise would undergo.
- 7. E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method once during a one year period for any of the following reasons:
 - 6. 1. The family's income has decreased.
 - 6. 2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.
 - 6. 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- 7. F. The approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- 7. G. The name and phone number of an individual to call to get additional information

or counseling concerning flat rents.

7. H. A certification for the family to sign accepting or declining the flat rent.
8. Each year prior to their anniversary date, Clearwater Housing Authority will send a reexamination letter to the family offering the choice between a flat and a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Clearwater Housing Authority may assist the family in identifying the rent method that would be most advantageous for the family.

14.4 THE FORMULA METHOD

7. During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.
7. Upon receipt of verification, the Clearwater Housing Authority will determine the family's annual income and will calculate their rent as follows.
8.
 9. The total tenant payment is equal to the highest of:
 10.
 - A. 10% of monthly income;
 - B. 30% of adjusted monthly income; or
 6. The family will pay the greater of the total tenant payment or the minimum rent of \$1.00, but never more than the ceiling rent.

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL RECERTIFICATIONS

7. The new rent will generally be effective upon the anniversary date with thirty (30) days' notice of any rent increase to the family.
7. 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.
7. If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.6 INTERIM REEXAMINATIONS

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

7. Families are required to report the following changes to the Clearwater Housing Authority between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) business days of their occurrence.
 6. A. A member has been added to the family through birth or adoption or court-awarded custody.
 - 7.
 8. B. A household member is leaving or has left the family unit.
 - 9.
 - C. A change in income.
 - 6.
 - D. A change in allowable expenses.

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 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 Clearwater Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with §14.8.

7. Families are required to report all changes in income, allowable expenses, family composition within ten (10) business days. Upon such request, the Clearwater Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.
- 8.
9. Families who are paying flat rent may change only once annually to formula method.

14.7 SPECIAL REEXAMINATIONS

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

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

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the 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).

7. 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.
7. 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.
- 8.

15.0 UNIT TRANSFERS

15.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

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

1. F. To eliminate vacancy loss and other expense due to unnecessary transfers.

15.2 CATEGORIES OF TRANSFERS

1. **Category 1:** Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.
2. **Category 2:** Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.
3. **Category 3:** Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Clearwater Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Clearwater Housing Authority when a transfer is the only or best way of solving a serious problem.

15.3 DOCUMENTATION

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

15.4 PROCESSING TRANSFERS

6. Transfers on the waiting list will be sorted by the above categories and within each category by date and time.
6. Transfers in category 1 and 2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category 1 will be housed ahead of transfers in category 2.
6. Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed five (5) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit, turnover charges for damages and excessive cleaning costs of the old unit and any additional security deposit owing) must be paid at the time of lease execution.
- 7.
8. The following is the policy for the rejection of an offer to transfer:

9.
 - A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
6.
 - B. If the transfer is being made at the request of the Clearwater Housing Authority and the family rejects two offers without good cause, the Clearwater Housing Authority will take action to terminate their tenancy.
6.
 7. C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
 8.
 - D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

15.5 COST OF THE FAMILY'S MOVE

7. The cost of the transfer will be borne by the family in the following circumstances:
 8.
 9. A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
 6. B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
 6. C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
 6. D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.
7. The cost of the transfer will be borne by the Clearwater Housing Authority in the following circumstances:
 - A. When the transfer is needed in order to carry out rehabilitation activities; or
 6.
 7. B. When action or inaction by the Clearwater Housing Authority has caused the unit to be unsafe or inhabitable.
 - 8.
 9. The responsibility for moving costs in other circumstances will be determined on a case by case

basis.

15.6 RESIDENTS IN GOOD STANDING

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

15.7 TRANSFER REQUESTS

6. A resident may request a transfer at any time by completing a transfer request form. In considering the request, the Clearwater Housing Authority may request a meeting with the resident to better understand the need for transfer and to explore possible alternatives.
 7. The Clearwater Housing Authority will review the request.
 - 8.
 9. The Clearwater Housing Authority will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.
 10. If the transfer is approved, the family's name will be added to the transfer waiting list.
-
6. If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

15.8 RIGHT OF THE CLEARWATER HOUSING AUTHORITY IN TRANSFER POLICY

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

16.0 INSPECTIONS

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

16.1 MOVE-IN INSPECTIONS

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

16.2 ANNUAL INSPECTIONS

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

16.3 PREVENTATIVE MAINTENANCE INSPECTIONS

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

16.4 SPECIAL INSPECTIONS

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

16.5 HOUSEKEEPING INSPECTIONS

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

16.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Clearwater Housing Authority will give the resident at least 48 hours written notice.

16.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Clearwater Housing Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s)

that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

16.8 PRE-MOVE-OUT INSPECTIONS

When a resident gives notice that they intend to move, the Clearwater Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Clearwater Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Clearwater Housing Authority to ready units more quickly for the future occupants.

16.9 MOVE-OUT INSPECTIONS

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

17.0 PET POLICIES (In compliance with the instructions of the interim rule this particular section is not finalized nor effective until HUD completes its rule making process.)

17.1 EXCLUSIONS

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

17.2 PETS IN PUBLIC HOUSING COMMUNITIES

The Clearwater Housing Authority (CHA) will allow for pet ownership in projects or buildings designated for use by elderly and/or disabled families and in any project or building for which elderly and/or disabled families are given preference. The CHA also allows for pet ownership in its Public Housing Family communities. Separate policies are in place for the respective complexes as fully described in §14 of the CHA Agency Plan.

17.3 APPROVAL

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

be fully completed before the Housing Authority will approve the request. The Clearwater Housing Authority will require to see pet before final approval.

17.4 TYPES AND NUMBER OF PETS – FAMILY COMMUNITIES

6. Per apartment unit, residents shall be permitted to keep only one (1) dog or cat (which when fully mature, shall not exceed 25 pounds in weight), two (2) birds in cages (cages not to exceed 10 cubic feet, or fish in an aquarium (tank size not to exceed 30 gallons).
- 7.
8. Dogs and cats must be spayed or neutered and cats must be declawed (front feet) with a veterinarian report supplied verifying the operation. No pets shall be kept or raised for commercial purposes.

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

Only one (1) dog or cat per unit is allowed.

17.5 TYPES AND NUMBER OF PETS – ELDERLY COMMUNITIES

The Clearwater Housing Authority will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be spayed or neutered, and cats must be declawed (front feet).

Only one (1) pet per unit is allowed, and dogs are not permitted beyond the third floor at Barbee Towers.

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

No animals may exceed twenty (20) pounds at full maturity.

17.6 PET DEPOSIT & FEES – FAMILY COMMUNITIES

Each Pet Owner must provide a Pet Deposit in an amount of \$200.00 for a dog or cat. This amount shall be periodically revised by Management if necessary, but shall not exceed \$300.00. The Pet Deposit must be paid prior to a pet being brought into the apartment. A non-refundable pet fee of \$50.00 shall be payable annually. In addition, should damage be done to the apartment by pet be in excess of the Pet Deposit, cost of such damage shall be borne by the resident. Any balance of deposit shall be refunded to the resident within thirty (30) days of move-out.

17.7 PET DEPOSIT & FEES – ELDERLY COMMUNITIES

A pet deposit of \$100.00 is required at the time of registering a dog or cat. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear. Any balance of deposit shall be refunded to the resident within thirty (30) days of move-out.

17.8 INOCULATIONS

7.

8. All pets must be registered with the Housing Manager prior to being brought on the premises. Pets must have all County and City Licenses and records of vaccinations and inoculations. These will be renewed annually and a copy kept in the resident's file.

9.

17.9 INSURANCE

Insurance for pets is required for liability purposes. Proof of insurance must be provided to the Housing Manager in order for pet to be approved. This insurance must be kept current and will be verified at least annually during reexamination.

17.10 FINANCIAL OBLIGATION OF RESIDENTS

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

17.11 NUISANCE OR THREAT TO HEALTH OR SAFETY

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

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

17.12 DESIGNATION OF PET AREAS

Residents shall keep their pet inside their apartment at all times except as necessary to take the pet out. When outside of their apartment, residents shall keep their pet on a short leash (dog or cat) or in an appropriate container. Cats or dogs will not be permitted to roam unrestrained on the property. Dogs may not be tied or chained outside or in common areas. The pet shall be accompanied by and under control of the resident at all times. Barking will not be tolerated in

that it is considered to be a nuisance to other residents. Residents must clean up after their pets in their apartment. Residents must properly dispose of waste. Proper disposal of cat litter (secured and bagged) must be done on a frequent basis. Odors arising from cat litter will not be tolerated. Birds must be properly caged and cage shielded to prevent accumulation and/or damage to floors. Aquariums must not leak and must be cleaned regularly to prevent foul water and/or odors.

Management will designate space to be used exclusively for the purpose of walking pets. Pet owners shall be responsible for immediate clean up after exercising their dog.

Should an accident occur in any area other than an exercise area, resident shall be responsible for immediate clean up after the pet.

17.13 VISITING PETS

- 7.
8. Visiting pets are strictly prohibited.
- 9.

10. 17.14 EMERGENCY CARE OF PETS

11.

12. Pet owners must supply to the Management Office an affidavit of agreement, with the names of at least two people who will be willing to assume IMMEDIATE responsibility for the pet in case of emergency. In case of emergency where Management, despite its best efforts, is unable to reach one of the designated “back-up” persons, pet owner agrees to allow Management to have pet removed by City Animal Control, or other public or quasi-public authority to a Veterinarian of Management’s choice. All fees and costs shall be borne by the pet owner.

18.0 REPAYMENT AGREEMENTS

When a resident owes the Clearwater Housing Authority back charges and is unable to pay the balance by the due date, the resident may request that the Clearwater Housing Authority allow them to enter into a Repayment Agreement. The Clearwater Housing Authority has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed five (5) months, one half due within thirty (30) days and the remaining balance paid in equal increments every thirty (30) days for no more than four (4) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the resident to eviction procedures.

19.0 TERMINATION

19.1 TERMINATION BY RESIDENT

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

19.2 TERMINATION BY THE HOUSING AUTHORITY

The Clearwater Housing Authority after 10/1/2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

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

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of Clearwater Housing Authority property or failure to cause guests to refrain from such acts;
- J. Any criminal activity on or off Clearwater Housing Authority property or violent or drug-related criminal activity on or off Clearwater Housing Authority property. This includes but is not limited to the manufacture of any controlled substance on Clearwater Housing Authority property;

- K. Any criminal activity or violent or drug-related criminal activity caused by guests and failure to cause guest to refrain from such acts.
- L. Non-compliance with Non-Citizen Rule requirements;
- M. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority;
- N. Abuse of alcohol in a way that may interfere with the health, safety, or right of resident, staff or vendors; and
- O. Other good cause.

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

19.3 ABANDONMENT

Clearwater Housing Authority may take possession of the dwelling unit after resident has moved out. In the absence of actual knowledge of abandonment, it shall be presumed that resident has abandoned the dwelling if resident is absent from the dwelling for a period of fifteen (15) days, the rent is not current, and resident has not notified Clearwater Housing Authority in writing in advance of an intended absence, or otherwise as provided in the Lease.

By signing the Lease resident agrees that upon surrender or abandonment, as defined by Chapter 83, Part II, Florida Statutes, as may be amended, Clearwater Housing Authority shall not be liable or responsible for storage or disposition of resident's personal property. The reasonable cost of any storage, removal and/or disposal shall be charged to resident or assessed against resident's security deposit, unless in Clearwater Housing Authority's sole discretion, it is determined that documentable conditions existed which prevented resident from occupying the dwelling unit.

19.4 RETURN OF SECURITY DEPOSIT

Resident understands that the security deposit, or any part thereof may not be used by resident to pay unpaid rent or other charges owed by resident to Clearwater Housing Authority while the resident remains in occupancy of the dwelling unit. At the termination of their lease and/or after resident has vacated the dwelling unit, the dwelling unit shall be inspected by Clearwater Housing Authority. Clearwater Housing Authority shall refund the security deposit of resident, less any charges for the following:

- A. All unpaid rents, maintenance or repair charges, excess utility charges, court costs and/or attorneys fees, or other charges which are due to Clearwater Housing Authority;
- B. The cost of non-routine cleaning or repair of the dwelling or its appliances and other equipment, where such non-routine cleaning or repair is not due to normal wear and tear;
- C. The cost of replacing all keys to the dwelling unit not returned to the Property Office of resident's community and/or the cost of replacing, removing or having removed locks, and/or of removing or having removed alarm systems at the dwelling due to resident's failure to return all keys to the dwelling and/or failure to have alarm systems removed;
- D. The reasonable charge for storage, removal and/or disposal of property abandoned by resident; or
- E. Thirty (30) days rent if proper notice of termination is not given by resident as provided by the terms of this Agreement.

Notice of all charges to be deducted from the security deposit shall be given to resident by Clearwater Housing Authority within fifteen (15) days after resident has vacated the dwelling, and as provided by Chapter 83, Part II, Florida Statutes, as it may be amended. The security deposit or any part thereof, if any, shall be refunded by U.S. Mail to the forwarding address provided by resident at the time the dwelling unit is vacated (or the last known address of resident if no forwarding address is provided by resident) within fifteen (15) days after resident has vacated the dwelling unit and such dwelling unit has been inspected by Clearwater Housing Authority. Resident agrees to Clearwater Housing Authority making the refund of the security deposit, if any, to the resident first named in the lease (or either named resident if more than one), and Clearwater Housing Authority shall not be responsible for any division of security deposit funds between the persons listed as members of the household members. If a sole resident dies, the security deposit, if any, shall be returned to a personal representative, next of kin, or resident's beneficiary who executes the proper receipt for the return of the security deposit, or has received a court order giving access, control, or possession of resident's security deposit. Any security deposit, or any part thereof which cannot be returned shall be considered abandoned pursuant to Chapter 717.113, Florida Statutes, as it may be amended.

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disabled Person: See "person with disabilities."

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

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

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

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

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

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

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

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

Family includes but is not limited to:

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

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

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

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

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

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

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

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

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

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

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

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

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

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

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the

basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

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

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

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

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

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

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

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the

case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

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

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

Person with Disabilities: A person who:

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

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

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

B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes his or her ability to live independently; and
3. Is of such a nature that such ability could be improved by more suitable housing conditions, or

C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;

3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

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

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

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

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

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

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

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

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

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

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

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

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

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

Total Tenant Payment (TTP):

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

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

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

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

Appendix I

Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families

%Very Poor in

Census Tract

Target Number

Number Needed of below 30% of median area income

Number Needed above 30% of median area income

Waiting list number of families Appendix 2

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$127,600 = (580 units x \$220)

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

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

Executive Summary

The Clearwater Housing Authority (CHA) is applying to the U.S. Department of Housing and Urban Development (HUD) for a year 2000 Public Housing Drug Elimination Program (PHDEP) grant. The purpose of the PHDEP program is to reduce drugs and drug related criminal activity within public housing. HUD has revamped the PHDEP grant from a competitive grant to a formula grant. Under 1999's PHDEP CHA was awarded \$127,565 (580 units x \$220 per unit).

CHA has established close relationships with the City of Clearwater Police Department, and included in our 1999 PHDEP program is \$66,160 to fund one officer to be stationed at Jasmine Courts and Homer Villas. Through a partnership with the City of Clearwater Police Department a total of five officers will be covering the Jasmine Courts, Chesapeake Villas, Homer Villas, and Wood Valley communities. The use of a community policing strategy has had a positive impact on the neighborhoods and these funds will strengthen our ability to address issues before they become crimes. For our PHDEP year 2000 program we are proposing to continue the funding of one officer for two years.

Through the 1999 PHDEP program CHA will continue to contract with the Pinellas County School Board for \$61,440 to hire teachers to serve as tutors for CHA's school age children in our computer labs. The computer labs are located within the police sub-stations at Jasmine Courts and Homer Villas. The tutors will work with the children Monday and Thursday for three (3) hours per day during the school year and three hours a day during the summer months. These tutors are funded for two years and would be in place during the PHDEP 2000 program, which would fund one additional police officer for two years.

The impact of these two activities simultaneously in the community is great. Since our children are bussed to school, they often do not have time to access school computers. The software on the CHA computers is the same software used by the schools. The teachers tutoring the children are some of the same teachers they work with during the school

day. The presence of the police in the computer labs, which is located within the police substations, provides mentoring to our children.

If granted the year 2000 PHDEP grant we will be able to have an officer devoted to our public housing communities. Their dedication, presence, and cooperation in the past have given CHA a strong relationship with the community. Security has increased and residents feel better about where they live. It also deters a great deal of drug activity in the community. Through this program we believe we can provide a better and safer living environment for our children and community as a whole.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Jasmine Courts	284	1085
Chesapeake Villas	35	124
Homer Villas	61	184

F. Duration of Program

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

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	186,237	FL29DEP0750196	0	N/A	N/A
FY 1997					
FY 1998					
FY 1999	127,565	FL29DEP0750199	127,565	Awarded 12/99	1/1/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

The CHA is applying for funds to address the serious problem of drug related criminal activity in its public housing developments. This Strategy is a continuation of the strategy that began in 1996 through the use of Public Housing Drug Elimination Program (PHDEP) grant funds and is a part of a larger strategy and partnership funded through a variety of sources. Our goal is to reduce drug and criminal activity within our communities by strengthening community policing strategies and other resident involvement strategies, while at the same time using preventative measures such as tutoring within our computer labs. Computer lab tutors are funded through our 1999 PHDEP grant. CHA has a long established partnership with the City of Clearwater Police Department and the Pinellas County School Board who supply the tutors.

The Police officer in charge of the unit takes part in our monthly Board meeting providing a written report on any criminal activity in and around our communities. We monitor trends and activities monthly through these reports and meetings. The Police work very closely with management and the residents in resolving problems and preventative activities for the children and show a constant presence with our established Police substations at Jasmine Courts and Homer Villas.

By continuing our partnership with the Clearwater Police Department, a total of five officers will be involved in community policing at Jasmine Courts, Chesapeake Villas, Homer Villas and the surrounding community. A police officer, completely devoted to public housing properties, will be funded for the next two years if we are granted this funding.

B. PHDEP Budget Summary

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

FY ____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	127,600
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	127,600

PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 127,600		
Goal(s)							
Objectives							
Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Community Policing			10/1/00	10/1/02	127,600	25,000	
2.							
3.							

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Community Policing	63,800 (50%)	Community Policing	63,800 (50%)
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
TOTAL		\$63,800		\$63,800

Section 4: Certifications

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

PART I: INTRODUCTION

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which recodified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 tenant-based assistance program are described in and implemented through this Administrative Plan.

As a result of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Rental Certificate and Rental Voucher Programs are to be phased out no later than the middle of year 2001. This plan includes the policies of the Clearwater Housing Authority (CHA) for the rental certificate and rental voucher programs during transition as well as the Housing Choice Voucher Program.

Administration of CHA's Section 8 program and the functions and responsibilities of the CHA staff shall be in compliance with CHA's Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 regulations as well as Federal, state and local fair housing laws and regulations.

A. STATEMENT OF OBJECTIVES AND POLICIES [24 CFR.982.1]:

The Section 8 program is designed to achieve three major objectives:

1. To provide decent, safe and sanitary housing for low and very low income families while maintaining their rent payments at an affordable level.
2. To promote freedom of housing choice for all races and ethnic backgrounds.
3. To encourage the participation of private property owners by offering reasonable rents and timely assistance payments.

In addition, the CHA has the following goals for the program:

1. To assist the local economy by increasing the occupancy rate and improving economic revenue for the community.
2. Ensuring equal opportunity in housing for all families.
3. Promoting self-sufficiency of participant families.

B. JURISDICTION

The jurisdiction of the CHA is the City of Clearwater and 10 miles outside the city.

C. PURPOSE OF THE PLAN [24CFR.982.54]

The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local objectives. The plan covers both admission to the Housing Choice Voucher Program and continued participation in the rental certificate and rental voucher programs. Policies are the same for both programs unless otherwise noted.

This plan includes discretionary policies permitted by regulation. All issues related to Section 8 that are not addressed in this document are governed by Federal regulations, HUD, Memos, Notices and guidelines, or other applicable laws.

CHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. Any changes to this plan must be approved by CHA's Board of Commissioners.

D. ADMINISTRATIVE FEES

The Board of Commissioners must approve a budget 30 days prior to the start of the fiscal year for administrative expenses, based upon income from anticipated earned administrative fees and administrative fee reserves.

CHA will maintain Section 8 administrative fee reserves by crediting earned administrative fees that exceed expenditures for program administration during the fiscal year to the reserve account.

Administrative fee reserves may be used for other housing purposes if the reserves are not needed for ongoing administrative expense. The Board of Commissioners must approve any expenditure over \$1,000.00 from this reserve. In addition, the Board must verify that the proposed expenditure is for a legitimate housing purpose consistent with State and local law.

CHA will deny authorization for expenditures for unallowable costs as defined by HUD.

E. FAIR HOUSING AND EQUAL OPPORTUNITY POLICY [24 FR.982.54]

It is the policy of the CHA to comply fully with all Federal, state, and local nondiscrimination laws and with the rules and regulations governing fair housing and equal opportunity in housing and employment.

CHA shall not deny any family or individual the opportunity to apply for or receive assistance under the Section 8 Program on the basis of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, disability or sexual orientation.

To further its commitment to fully comply with applicable civil rights laws, the CHA will provide Federal, state and local information to certificate and voucher holders regarding “discrimination” and any recourse available to them if they are victims of discrimination. Such information will be made available during the family briefing session. As part of its briefing, CHA will provide families with the HUD Fair Housing Information and Discrimination Complaint Form directing the family to report suspected discrimination to HUD. CHA will also provide referrals and information to applicants and participants about local organizations which provide assistance in filing discrimination complaints.

No individual with disabilities shall be denied the benefits or excluded from participation in, or otherwise be subjected to discrimination because CHA's facilities are inaccessible to, or unusable by persons with disabilities.

Posters and housing information will be displayed in locations throughout CHA's Section 8 office in such a manner as to be easily readable from a wheelchair.

The Clearwater Housing Authority's Program Offices located at 210 S. Ewing Avenue, Clearwater, Florida are physically accessible to persons with disabilities. Accessibility for the hearing impaired is provided by a TDD/TTY Relay.

F. ACCOMMODATIONS POLICY [24 CFR Parts 7, 8 and 700]

This policy is applicable to all situations described in this Administrative Plan when a family initiates contact with the CHA; when the CHA initiates contact with a family; including when a family applies; and when CHA schedules or reschedules appointments of any kind.

It is the policy of the CHA to be service-oriented in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to participant families.

The CHA's policies and practices will be designed to provide assurances that all persons with disabilities will be provided reasonable accommodation so that they may fully access and utilize the Section 8 program and related services. The availability of specific accommodations will be made known by providing notice of the availability of reasonable accommodations to applicants and participants during the normal course of business correspondence.

Requests for reasonable accommodations from persons with disabilities will be granted upon verification that they meet the need presented by the disability. Such accommodations include use of a personal advocate, or reader, provision of an interpreter for hearing impaired persons, and accessible office space.

All requests for accommodations will be verified with a reliable knowledgeable professional.

A list of accessible units available for rental to Section 8 recipients will be provided when requested.

G. TRANSLATION OF DOCUMENTS

To the extent that it is feasible to translate documents into other languages used by CHA clients, the following factors will be considered.

- 👉 Number of applicants and participants who do not speak English and who speak another language.
- 👉 Per client cost of translation.
- 👉 Evaluation of the need for translation by the bilingual staff and by agencies that work with the non-English speaking clients.
- 👉 The availability of other organizations to translate documents, letters and forms.
- 👉 Availability of bilingual staff to explain English language documents to clients.

PART II: DESCRIPTION OF PROGRAMS

In compliance with the interim rule published May 14, 1999 for the merger of Section 8 certificate and voucher programs, CHA will no longer issue Section 8 certificates. Upon selecting a unit, any current certificate holders searching for units will be leased under the new Housing Choice Voucher Program.

A. CURRENT CERTIFICATE PROGRAM PARTICIPANTS

All Participants currently leased under the Certificate program will be converted to the Housing Choice Voucher program at the earliest of:

- ☛ The participant's second annual recertification following the October 1, 1999 Merger Date;
- ☛ Upon any move to a new unit;
- ☛ At the next regular reexamination that results in a change in a family unit size
- ☛ Upon the execution of any new lease or HAP contract for the participant's current unit.

B. PROJECT-BASED CERTIFICATES

Under the Project-Based Certificate Program, Section 8 housing assistance is attached to units whose owner agrees to rehabilitate the structure with funds other than subsidies from the U.S. Housing Act of 1937. The primary objectives of the program are to upgrade the existing rental Housing stock and make units available to low income families at rents within the Section 8 Fair Market Rent level.

C. PRE-MERGER VOUCHERS

Pre-merger voucher participants will automatically convert to Housing Choice Voucher on October 1, 1999 except that any such participants who currently, benefit from a shopping incentive credit will continue to receive the credit until: 1) the second annual reexam which occurs after 10/1/99, or; 2) provisions of the lease are changed, or; 3) the family moves. If none of the events described above occur, any shopping incentive will continue until the effective date of the second regular reexamination of family income and composition.

D. HOUSING CHOICE VOUCHERS

Effective October 1, 1999 all new contracts executed will be for Housing Choice Vouchers. As described above certificates and vouchers will over time be converted to Housing Choice Vouchers.

PART IV: WAITING LIST

CHA maintains a single waiting list for the tenant-based assistance program. The policy of CHA is to ensure that all families who express an interest in the Section 8 Program are given an equal opportunity to apply and are treated in a fair and consistent manner. This section describes the policies and procedures for opening and closing the waiting list, completing an application for assistance, placement and denial of placement on the waiting list, maintaining the waiting list, and limitations on whom may apply.

A. OPENING AND CLOSING THE WAITING LIST [4 CFR 982.206, 982.54]

As needed, CHA will open the waiting list by advertising through public notice in local newspapers, minority publications and media entities. Where applicable, the program(s) for which applications are being accepted will be specified. The notice will contain:

- Dates, times and locations where families may apply.
- Programs for which applications will be taken.
- Brief description of the program(s).
- Limitations, if any, on whom may apply.
- CHA address, telephone number and business hours.

The notices will be made in an accessible format if requested (e.g., on audio tape). They will provide potential applicants with information regarding how to submit an application, eligibility requirements, and a description of local preferences. Upon request from a person with a disability, as a reasonable accommodation additional time may be allowed for submission of an application.

When the waiting list is open, all interested families and persons are given the opportunity to apply. The open enrollment period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next 12 months.

In evaluating whether to close its Section 8 waiting list, CHA will consider the expected number of Vouchers to be issued per year, the number of current applicants and the anticipated waiting time.

CHA will give at least 10 days notice prior to closing the list. CHA will publicly advertise that it will close the waiting list, noting exceptions for local preferences and special programs targeted to a specific population.

When the period for accepting applications is over, CHA will add the new applicants to the list by order of preference, date, and time of application.

B. INITIAL APPLICATION[24 CFR 982.204; 24 CFR 5.410]

CHA will utilize a pre-application form. The information is to be filled out by the applicant whenever possible. The purpose of the pre-application is to permit CHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. The pre-application will contain questions designed to obtain the following information:

- Names of adult members and age of all members;
- Sex and relationship of all members;
- Street address and phone numbers;
- Mailing address (if P.O. Box or other permanent address);
- Amount(s) and source(s) of income received by household members;
- Information regarding disabilities (used to determine qualifications for allowances and deductions);
- Information related to qualification for preferences;
- Social Security Numbers;
- Race/ethnicity; and
- Requests for specific accommodation needed to fully utilize program and services.
- Proof of citizenship;
- Proof of student status;
- Previous address;
- Current landlord verification;
- Name of emergency contact person and address;
- Criminal background check;
- Non Family references.

CHA will inform all applicants of preferences and give each applicant an opportunity to document preference eligibility.

Duplicate applications, including applications from a segment of an applicant household, will not be accepted. Ineligible families will not be placed on the waiting list.

If after a review of the pre-application the family is determined to be preliminarily eligible, the family will be notified in writing (or in an accessible format upon request, as a reasonable accommodation). This written notification of preliminary eligibility will be mailed to the applicant by first class mail, or given to the applicant in person.

If the family is determined to be ineligible based on the information provided in the pre-application, CHA will notify the family in writing (in an accessible format upon request as a

reasonable accommodation), state the reason(s), and inform the family of its right to an informal review.

C. MAINTAINING AND PURGING THE WAITING LIST

Applicants are required to inform CHA in writing of changes in circumstances while on the waiting list. These may include changes in address, family composition, or preference status.

Applicants are also required to respond to requests from CHA to update information on their applications and to determine their continued interest in and need for assistance. Failure to provide information or to respond to CHA mailings that request updated information will result in the applicant being removed from the waiting list.

A.

B. SELECTION FROM THE WAITING LIST

Applicants will be selected from the waiting list according to preference category and date and time of application, regardless of family size.

If there is insufficient funding available to assist the family at the top of the list, CHA will not admit any other applicant until funding is available for the first applicant.

CHA will maintain information that permits proper selection from the waiting list. The waiting list will be organized to contain the following information for each applicant.

- Applicant Name
- Family Unit Size (number of bedrooms family qualifies for under CHA subsidy standards)
- Date and time of application
- Qualification for any local preference
- Racial or ethnic designation of the head of household

All preferences claimed on the pre-application or as a result of any updates to the pre-application will be verified whenever the family claims a preference. The qualification for preference must exist at the time the preference is claimed and at the time of issuance of a voucher.

When an applicant is selected from the waiting list, CHA schedules an interview to complete the full application, discuss the family's circumstances in greater detail, clarify information that has been provided by the family, and ensure that the information is complete. The interview, which must be attended by all adult family members, is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other CHA services or programs available. During the interview, applicants will be required to complete an updated application in their own handwriting and sign and certify that all information is complete and accurate.

E. REMOVAL FROM THE WAITING LIST

Applicants shall be removed from the waiting list when

- The applicant requests it;
- The applicant was clearly advised of a requirement to notify the CHA of its continued interest by a particular time and failed to do so;
- The CHA has made reasonable efforts to contact the applicant to determine if there is continued interest, but has been unsuccessful;
- The CHA applicant is ineligible;
- The applicant provided invalid or false documents for verification of eligibility;
- The applicant was a past participant in the Section 8 Program or a former public housing tenant who failed to satisfy liability for unpaid rent or tenant damages;
- The applicant has committed fraud in a Federal Housing Assistance Program or violated family obligations under the Section 8 Program;
- The applicant has a felonious history in the manufacture, sale or distribution or the possession with intent to manufacture, sell or distribute a controlled substance;
- The applicant has a violent criminal history and has used or threatened to use physical force against the person or property of another, including CHA employees;
- The applicant has a felonious history or repetitive criminal history that may negatively impact the residents/participants, staff, CHA, programs, community and other such entities;
- The applicant's abuse of alcohol has interfered with the rights of other tenants, or with the applicants ability to meet other requirements of tenancy;
- The applicant is a State Registered Sex Offender;
- CHA receives negative information regarding the applicant's rental history;
- The applicant has been terminated from any housing program within the past five years for acting in violation of the program requirements, or failing to act in accordance with program requirements;
- The family completed all requirements of a Family Self Sufficiency Contract of Participation within the past two years;

- The applicant fails to respond to one CHA written communication regarding failure to comply with application update, interview, or briefing requirements. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.
- The applicant refuses the offer of a Voucher.

PART IX: BRIEFING AND VOUCHER ISSUANCE

CHA's objectives are to ensure that families selected to participate in the Section 8 program are successful in leasing a suitable apartment, and that they have sufficient knowledge to derive maximum benefit from the program and to comply with program requirements. When families are determined eligible, CHA will conduct a mandatory briefing to ensure that families know how the program works. The briefing will provide a broad description of owner and family responsibilities, CHA procedures, and information on how to lease a unit. The family will also receive a briefing packet, which provides more detailed information about the program, including the benefits of moving outside areas of poverty concentration. This part describes how briefings will be conducted and the information that will be provided to families.

A. BRIEFING TYPES AND REQUIRED ATTENDANCE [24 CFR 982.301]

Initial Applicant Briefing

A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefing will be conducted in group and/or individual meetings. Families who attend a group briefing but need individual assistance will be referred to a Housing Counselor. Briefings will be conducted in English, but may also be conducted in Spanish.

The CHA will not issue a Voucher to a family unless the household representative (head of household, co-head or spouse) has attended a briefing and signed the Voucher. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. Applicants who fail to attend two scheduled briefings without prior notification and approval of CHA, may be denied admission based on failure to supply information needed for certification. If required as reasonable accommodation and upon request by the family, the CHA will conduct individual briefings for families with disabilities at their home.

***Briefing Packet* [24 CFR 982.301(b)]**

The documents and information provided in the briefing packets will comply with all HUD requirements. CHA also includes other information and/or materials not required by HUD.

The family is provided with the following information and materials:

- Copy of the application and information on how tenant rent is calculated.
- Term of the Voucher and CHA policy for requesting extensions to the term of the Voucher or suspensions of the Voucher.
- Description of the method used to calculate the Housing Assistance Payment and information on Payment Standards and utility allowance.

- Explanation of how the maximum allowable rent is determined, including procedures for determining rent reasonableness.
- Guidance and materials to assist the family in selecting a unit.
- Explanation of the portability option.
- Sample of the HUD tenancy addendum.
- Request for Lease Approval form and a description of the procedure for requesting approval for a unit.
- CHA policy on providing information about families to prospective owners.
- Subsidy standards, including when and how exceptions are made and how unit size listed on Voucher relates to the unit size selected.
- HUD brochure, “A Good Place to Live” on how to select an apartment that complies with HQS.
- HUD brochure on lead-based paint and information about where blood level testing is available.
- Information on Federal, State, and local equal opportunity laws, including the pamphlet “Fair Housing: It’s Your Right”. CHA will also include information on reporting suspected discrimination and the phone numbers of the Local Fair Housing Agency and the HUD enforcement office.
- A list of landlords or other parties willing to lease to assisted families or help in the housing search. In addition, a list of available housing units in all neighborhoods submitted by owners as available upon request at CHA’s front desk
- If the family includes a person with disabilities, notice that the CHA will provide assistance in locating accessible units and a list of available accessible units known to the CHA.
- Family Obligations under the program.
- Grounds for termination of assistance because of family action or failure to act.
- CHA informal hearing procedures, including when CHA is required to offer an informal hearing and how to request the hearing.
- Owner/tenant handbook, sample HQS inspection checklist, and sample HAP contract.
- Procedures for notifying the CHA and/or HUD of program abuses such as side payments, extra charges, violations of tenant rights, and owner failure to repair.
- Requirements for reporting changes that occur between certifications.

- Information on security deposits and legal referral services.

Other Information to be Provided at the Briefing [24 CFR 982.301]

The person conducting the briefing will also describe how the program works and the relationship between the family and the owner, the family and the CHA, and the CHA and the owner.

The briefing emphasizes:

- Family and owner responsibilities.
- Where a family may lease a unit inside and outside its jurisdiction (portability).
- Advantages to moving to an area with a low concentration of low income families.
- Choosing an apartment carefully.

B. TERM OF VOUCHER [24 CFR 982.303, 982.54]

During the briefing session, each household will be issued a Voucher (valid for 60 days), which represents a contractual agreement between the CHA and the family and specifies the rights and responsibilities of each party. It does not constitute admission to the program, which occurs when the lease and contract become effective.

Expirations

The Voucher is valid for a period of 60 calendar days from the date of issuance. The family must submit a Request for Lease Approval within the 60 day period unless an extension has been granted by CHA.

If the Voucher expires and is not extended by the CHA, or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, it may remain as a participant in the unit if there is an assisted lease/contract in effect.

Suspension of the Term of the Voucher

When a Request for Lease Approval (RFLA) is received, the term of the Voucher will be suspended until a lease and contract have been executed for the unit or CHA determines that leasing the unit is not feasible. If the unit cannot be leased, CHA will change the expiration date on the Voucher and provide the family the same number of search days which remained in the term on the date the RFLA was submitted.

Extensions

A family may request an extension of the Voucher time period. All requests for extensions must be received in writing prior to the expiration date of the Voucher. The maximum Voucher search period

shall not exceed 120 days. Extensions are permissible at the discretion of the Housing Counselor, up to a maximum of 60 days, primarily for these reasons:

- Extenuating circumstances, such as hospitalization or family emergency, which has affected the family's ability to find a unit within the 60 day period. Verification is required.
- CHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the CHA, throughout the initial 60 day period. A completed search record is required.
- Family was prevented from finding an apartment due to the need to locate an accessible unit to accommodate a disabled family member or to the family's need for a unit with four or more bedrooms. A completed search record is required as part of the verification.

PART X:

REQUEST FOR LEASE APPROVAL AND CONTRACT EXECUTION

After families are issued a Voucher, they may search for a unit anywhere within the jurisdiction of CHA, or outside of CHA's jurisdiction if they qualify for portability. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a Housing Assistance Payments (HAP) contract with CHA. This part defines the types of eligible housing and CHA policy regarding initial inspections, lease requirements, owner disapproval, and the processing of Requests For Lease Approval (RFLA).

A. INFORMATION TO OWNERS [24 CFR 982.307, 982.54]

The CHA will provide prospective owners with the address of the applicant and the names and addresses of the current and previous landlords, if known. CHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

CHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

CHA will provide the following information if requested regarding a family's tenancy history for the past three years based on *documentation in its possession*:

- Eviction history.
- Damage to rental units.
- Other aspects of tenancy history; including complaints from neighbors or landlords.
- Drug related criminal activity by family members.

The information will be provided orally and/or in writing. Only the Executive Director or designee may authorize release of this information. CHA's policy on providing information to owners is included in the briefing packet and will apply uniformly to all families and owners.

B. REQUEST FOR LEASE APPROVAL [24 CFR 982.305]

The RFLA and a copy of the proposed Lease must be submitted by the family during the term of the Voucher.

CHA will not permit the family to submit more than one RFLA at a time.

Approval of RFLA

CHA will review the RFLA to determine whether or not it is approvable. The Request will be approved if:

- The initial rent to owner exceeds the payment standard but the total tenant payment is within 40% of the family's adjusted monthly income.

Illustration: *Initial Rent to owner (excludes utilities) > Payment Standard = 40% restriction on total tenant payment.*

- The gross rent (rent to owner plus tenant paid utilities) is at or below the payment standard.

Illustration: *Gross Rent (rent to owner plus utilities) < Payment Standard = No restriction on total tenant payment.*

- Unit is an eligible type of housing.
- Unit meets HUD's Housing Quality Standards (and any additional criteria as identified in this Administrative Plan).
- Rent is reasonable. (See Part XII).
- Owner is approvable, and there are no conflicts of interest. (See Section E).

C. SEPARATE AGREEMENTS

Separate agreements are not necessarily illegal side agreements. Families and owners will be advised of the prohibition of illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease.

Owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease if the agreement is in writing and approved by the CHA.

Any appliances, services or other items routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. For there to be a separate agreement, the family must have the option of not utilizing the service, appliance or other item. Nonpayment of these agreements cannot be cause for eviction.

If the family and owner have come to a written agreement on the amount of allowable charges for a specific item, so long as those charges are reasonable and not a substitute for higher rent, CHA will not disapprove such charges as part of the owner/tenant agreement to lease the unit.

All agreements for special items or services must be attached to the lease approved by the CHA. If agreements are entered into at later date, they must be approved by the CHA and attached to the lease.

D. RENT LIMITATIONS

Prior to execution of a HAP contract CHA must approve the Rent to Owner. See Part XII. Rent Reasonableness for CHA policy and procedure on determining reasonable rents.

CHA must also determine whether the tenant rent meets HUD's affordability standard. As described above assistance will be approved only if:

- The initial rent to owner exceeds the payment standard but the total tenant payment is within 40% of the family's adjusted monthly income.
- The gross rent (rent to owner plus tenant paid utilities) is at or below the payment standard.

OWNER DISAPPROVAL[24 CFR 982.306]

CHA may disapprove the owner for any of the following reasons:

- Owner has a history or practice of failing to terminate the tenancy of residents occupying units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 - Threatens the right to peaceful enjoyment;
 - Threatens the health or safety of other residents, of employees of the CHA or of owner employees or other persons engaged in management of the housing;
 - Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity or the premises; or,
 - Is drug-related criminal activity or violent criminal activity.
- Owner has violated obligations under the Housing Assistance Payments contract, including but not limited to:
 - Having a history or practice of non-compliance with the HQS for units leased under the Section 8 programs;
 - Having a history of failing to cooperate with CHA in administration of the assistance.
 - Having a history or practice of renting units that fail to meet local housing codes; or
 - Committing fraud, bribery or any other corrupt act in connection with the Section 8 program or any other federal housing program.
 - Engaging in any drug-related criminal activity or any violent criminal activity.
 - Not paying state or local real estate taxes, fines or assessments.
 - Accepting HAP payments from CHA after the family has vacated the unit.
- Owner is a relative of any member of the family, unless CHA determines that approving the unit would provide reasonable accommodation for a family member who is disabled.

- Owner has a conflict of interest as described in HUD regulation 24 CFR 982.161(a) and would therefore be unable to enter into a contract with CHA; or owner is employed by CHA.
- When HUD has informed CHA that disapproval is required because the:
 - Owner has been disbarred, suspended, or subject to a limited denial of participation under 24 CFR part 24;
 - Federal government has instituted an administrative or judicial action against the owner for violating the Fair Housing Act or other federal equal opportunity requirements and such action is pending;
 - Court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

Before imposing any penalty against an owner, CHA will review all relevant factors pertaining to the case, and will consider such factors as the owner's record of compliance and the number of violations.

If an owner commits fraud or abuse or is guilty of frequent or serious contract violations, CHA may restrict the owner from future participation in the program for a period of time commensurate with the seriousness of the offense. CHA may terminate some or all contracts with the owner.

If the landlord has been overpaid as a result of fraud, misrepresentation, or violation of the Contract, CHA will recoup any overpaid amounts by abating rent or deducting amounts owed from payments to the owner for other assisted tenants. If the owner fails to make restitution to CHA, CHA will report the owner to a credit rating company.

E. SPECIAL HOUSING TYPES

CHA will permit any voucher holder to use the subsidy in any special type of housing (so long as it is not prohibited by regulations). Such special housing types include: Shared Housing; Congregate Housing; Group Homes; family owned manufactured homes; and SROs.

CHA will comply with regulations regarding variations in HQS standards and calculation of TTP.

PART XI:

HOUSING QUALITY STANDARDS AND INSPECTIONS

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and at least annually during the term of the lease. HQS standards apply to the building and premises, as well as the unit. Newly leased units must pass the HQS inspection before the beginning date of the assisted lease and HAP contract. CHA will inspect each unit under contract at least annually. CHA will also perform a quality control inspection of at least five percent of all units under contract annually to maintain CHA's required standards and to ensure consistency.

A. GUIDELINES/TYPES OF INSPECTIONS [24 CFR 982.401, 982.405]

Efforts will be made at all times to encourage owners to provide housing above HQS minimum standards.

All utilities must be in service and appliances in the unit at the initial inspection. If the utilities are not in service at the time of inspection, the Housing Counselors will notify the tenant or owner (whoever is responsible for the utilities according to the RFLA) to have the utilities turned on. The owner and tenant will both certify that the utilities are on.

If the unit fails the HQS inspection, the family and owner will be advised to notify CHA once repairs are completed. The owner will be given up to 30 calendar days to correct the deficiencies identified depending on the amount and complexity of work to be done.

When the inspection has been completed, the owner and the family will be informed in writing of any items which failed to meet HQS standards and must be repaired or replaced and of the date on which CHA will re-inspect to certify completion of the required work.

Re-inspection

The owner will be allowed only one re-inspection for repair work required to comply with HQS for initial lease up.

If the time period specified by the Housing Counselor to correct the repairs has elapsed, or the re-inspection has occurred, the family must select another unit.

If the Housing Counselor is unable to gain access to the unit for the re-inspection, HAP payments are abated as of the date of the re-inspection. HAP payments cannot begin again until the housing counselor is able to enter the unit and determine that the unit meets HQS standards. If the Housing Counselor has been unable to gain access at the time of the second attempt to conduct a re-inspection, the owner will receive Notice of Contract Termination.

Time Standards for Repair

Emergency items which endanger the family's health or safety must be corrected within 24 hours of notification.

For non-emergency items, repairs must be made within 30 days.

For major repairs, the Housing Counselor may approve an extension beyond 30 days.

Rent Increases

CHA will conduct an inspection using HQS and other standards approved in this Administrative Plan at least annually prior to the anniversary month of the contract. Rent increase requests will not be approved if the unit does not meet HQS.

**B. CONSEQUENCES IF OWNER IS RESPONSIBLE –NON-EMERGENCY ITEMS
[24 CFR 982.405, 982.453]**

Extension

CHA may grant an extension of time to repair in lieu of abatement in the following cases:

- Owner has a good history of HQS compliance.
- There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services.
- The repairs are expensive (such as exterior painting or roof repair) and the owner needs time to obtain the funds.

The extension will be made for a period of time not to exceed 30 days. At the end of that time, if the work is not completed, CHA will begin the abatement.

Termination of Contract

If the owner is responsible for repairs, and fails to correct all the deficiencies cited prior to the end of the abatement period, the owner will be sent a HAP Contract Proposed Termination Notice. Prior to the effective date of the termination, the abatement will remain in effect.

If repairs are completed before the effective termination date, the termination will be rescinded by CHA if the tenant chooses to remain in the unit.

B. CONSEQUENCES IF FAMILY IS RESPONSIBLE [24 CFR 982.404]

If non-emergency violations of HQS are determined to be the responsibility of the family, CHA will require the family make any repair(s) or corrections within 30 days. If the repair(s) or correction(s) are not made in this time period, CHA will terminate assistance to the family. Such tenant caused violations include, failure to provide appliances or maintain utilities when responsible under terms of the lease and damages. Time extensions in these cases must be approved by the Housing Counselor. The owner's rent will not be abated for items which are the family's responsibility.

If the tenant is responsible and corrections are not made, the HAP Contract will terminate when assistance is terminated.

PART XII:

OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS

CHA is responsible for ensuring that the rents charged by owners are reasonable based upon objective comparables in the rental market. CHA will not approve the lease or execute a payments contract until it has determined that the unit meets the minimum HQS and that the rent is reasonable. CHA will determine rent reasonableness at initial lease-up, before any increases in rent to owner and at other times as described in this section. CHA will provide the owner with information concerning rent adjustments.

This part explains CHA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the Payment Standards, and rent adjustments.

A. RENT REASONABLENESS DETERMINATION§24 CFR 982.503]

CHA will not approve a lease until CHA determines that the initial rent to owner is a reasonable rent. CHA will re-determine rent reasonableness whenever an owner requests a regular or special contract rent adjustment for the Certificate program or any increase in the rent for a Voucher unit. CHA must also re-determine rent reasonableness if: 1. there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary; and 2. if directed by HUD, and 3. based on a need identified by CHA's auditing system.

CHA may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by CHA.

CHA will determine and document on a case-by-case basis that the approved rent:

- Is reasonable in comparison to rent for other comparable, unassisted units in the market, and
- Does not exceed rents currently charged by the same owner for an equivalent assisted or unassisted unit in the same building or complex.

The data for other unassisted units will be gathered from newspapers, realtors, professional associations, inquiries of owners, market surveys, and other available sources.

The market areas for rent reasonableness are indicated by zip code and census tract within CHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area.

The reasonableness of the rent requested by the owner will be determined by considering at a minimum, the following factors:

Location (the primary factor)

- Type
- Unit Size
- Utilities provided by the Owner (in accordance with the Lease offered)

CHA will collect additional data, and to the extent possible, will consider the following additional factors when making a comparison of the proposed assisted unit to other unassisted units:

- Quality
- Age of the Contract Unit
- Amenities
- Housing Services
- Maintenance

Housing Counselors will obtain market data on comparable units in the course of regular business by:

- Calling in response to newspaper or internet rental advertisements;
- Knocking on doors of units in the neighborhood of assisted units and asking questions of the residents;
- Obtaining information from owners and real estate agents.

Data on comparables will be entered into the CHA computer module used to assist in comparison of units, and the computer will be used to select the most comparable of all units in the database. A rent comparison and rent reasonableness determination will be made using the units selected from the database.

CHA will update information in the computer database periodically, and will not use information that is more than twelve months old when making rent reasonableness determinations.

At least two comparables of unassisted units will be used for each rent determination. All comparables must be based on the rent that the unit would command if leased in the current market. Leased in the current market means that the unit has been leased within the last 360 days.

CHA reserves the right to conduct rent reasonableness determinations on units assisted under the program at any time. In such instances, owners will be informed of the redetermination, and notification in accordance with the HAP Contract will be made for any change in approved rent.

B. VOUCHER PROGRAM PAYMENT STANDARDS [24 CFR 887.351]

The Payment Standard is used to calculate the housing assistance payment for a family. The Payment Standard is set by CHA between 90% and 110% of the HUD published FMR. CHA will review the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, CHA will ensure that the Payment Standard is within 90% to 110% of the new FMR.

Adjustments to Payment Standards [24 CFR 887.209, 887.351]

Payment Standards may be adjusted to increase Housing Assistance Payments in order to keep families rents affordable. The CHA will not raise the Payment Standards so high that the number of families that

can be assisted under available funding is substantially reduced. Nor will the CHA raise Standards if the need is solely to make “high end” units available to Voucher holders.

CHA will consider some or all of the circumstances described below in determining whether an adjustment should be made to the Payment Standard:

Assisted Families’ Rent Burdens: CHA will review reports showing the percent of income used for rent by Voucher families to determine the extent to which the rent burden is more than 40% of income.

Availability of Suitable Vacant Units Below the Payment Standard: CHA will review its rent reasonableness and vacancy rate data to determine whether there is an ample supply of vacant units below the Payment Standard in areas without minority- and/or poverty-concentration.

Quality of Units Selected: CHA will review the quality of units selected by participant families before determining any change to the Payment Standard to ensure that Payment Standard increases are only made when needed to reach the mid-range of the market.

Rent to Owner Increases: CHA may review a sample of the units to determine how often owners are increasing rents after the first year of the lease and the average percent of increase by bedroom size. The sample will be divided into units with and without the highest cost utility included. A comparison will then be made to the applicable annual adjustment factor to determine whether owner increases are excessive in relation to the published annual adjustment factor.

Adjustments in Payment Standards: CHA may consider the average time period for families to lease up under the Voucher program. If the average for Voucher holders’ time to locate housing is increasing beyond 90 days, the Payment Standard may be adjusted. Statistical analysis may reveal the Payment Standard should be lowered, in which case, the Payment Standard should not be less than 90% of the current FMR.

Financial Feasibility: Before increasing the Payment Standard, the CHA may review the budget and the project reserve, to determine the impact projected subsidy increases would have on funding available for the program and number of families served. For this purpose, the CHA will compare the number of families who could be served under a higher Payment Standard with the number assisted under current Payment Standards and will perform annual review at time of annual budget report.

File Documentation: A file will be retained by the CHA for at least three years to document the analysis and findings to justify whether or not the Payment Standard was changed.

C. EXCEPTION PAYMENT STANDARD§982.503]

CHA may request HUD approval to establish a Payment Standard that is higher than 110% of the FMR or lower than 90% of the FMR for a designated area of the city. CHA will submit a request for a lower payment standard if it determines that a lower payment standard is justifiable based on market data from that area and establishing a lower standard would enable CHA to provide housing assistance to more families.

CHA will request a higher (exception) payment standard for all units, or all units of a given size, within a designated area of the city if it determines that a higher Payment Standard is needed to help families obtain housing outside areas of high poverty.

D. PAYMENT STANDARDS FOR A FAMILY [24 CFR 982.505]

Regular Reexamination

If the payment standard decreases during the HAP Contract term, the Payment Standard for the family is the higher of (1) the Payment Standard at the beginning of the lease minus any amount by which the initial rent to owner has decreased, or (2) the Payment Standard at the current or most recent annual exam. If a change in family size or composition occurs affecting the Voucher size, the ability to use the initial Payment Standard is lost.

Interim Examination

If after the beginning of the term of the lease the family has a change in income, family size or composition that would require or allow for an interim adjustment based on CHA's interim policy. CHA will not apply any change in payment standard until the date of the next regular reexamination.

Moves

If the family moves into a different unit prior to its next recertification and CHA has had a change in the payment standard, the new payment standard will be used. The applicable payment standard will be that which is the lower of either the Voucher size issued or the unit size selected at the time of the move.

E. RENT ADJUSTMENTS[24 CFR 982.519]

Regular Certificate Program

Until all Certificate contracts have been merged into the Voucher program, CHA will notify owners of their right to request a rent adjustment 120 days in advance of the anniversary date. The approval or disapproval decision regarding the adjustment will be based on HUD-required calculations and a rent reasonableness determination. The adjustment may be an increase or a decrease. The maximum increase will be based on the Annual Adjustment Factor (AAF) in effect 60 days before the contract anniversary date multiplied by the pre-adjusted rent to owner. A decrease may occur either as the result of an AAF less than 1.0, or CHA's rent reasonableness determination.

Owners must request the rent increase in writing. Any increase will be effective the later of (1) the anniversary date of the Contract, or (2) at least 60 days after the owner's request is received. To be honored, requests must be received at least 60 days prior to the next anniversary date.

Special Adjustment[24 CFR 982.520]

An owner with a unit under contract in the regular Certificate program may request a special adjustment based on substantial and general increases in real property taxes, special government assessments, or costs of utilities. The rent requested must be found to be reasonable and must be approved by HUD.

Disapproval of Requests for Adjustment

If CHA rejects the owner's request for rent adjustment on a unit in the Certificate program as exceeding the Annual Adjustment Factor and the owner rejects CHA's determination, the owner may offer the tenant a new lease with a 60-day notice to the tenant. CHA will issue a new Voucher to the family. If the tenant accepts the offer of a new lease, an RFLA must be submitted and the requested rent subjected to rent reasonableness. If the tenant refuses or the owner does not offer a new lease, the owner may institute court action to terminate tenancy for a business or economic reason in accordance with the lease. The tenant may use the Voucher to search for a new unit.

After the tenant has begun searching for a new housing unit and/or after court action has been initiated, the owner may decide to accept the current lease. If the owner and tenant agree, the lease can continue and the tenant may continue receiving assistance under the Certificate program until the assistance is converted to the Housing Choice Voucher Program.

Voucher Rent Adjustment[24 CFR 982.505]

Owners may not request rent adjustments in the Voucher program to be effective prior to the expiration of the first year of the lease. Rent adjustments therefore are effective only after a 60-day notice to the family and a copy to CHA. CHA will advise the family as to whether the rent is reasonable and shall approve or disapprove the rent increase.

PART XIII:

RECERTIFICATIONS AND ONGOING ACTIVITIES

In accordance with HUD requirements, CHA will examine the income and household composition of all families at least annually. Recertifications and interim examinations will be processed to ensure families are given notice of rent increases. This chapter describes the CHA's policy for annual and interim recertifications.

If the family does not appear for the interview, and has rescheduled or made prior arrangements with CHA, CHA will reschedule a second appointment.

If the family fails to appear for the second appointment, and has not rescheduled or made prior arrangements, CHA will terminate assistance to the family and offer them an informal hearing. Exceptions to this policy may be made by the Executive Director or designee if the family is able to document an emergency situation that prevented them from canceling or attending the appointment.

A. COMPLETION OF ANNUAL RECERTIFICATION

CHA will complete recertifications for families before the anniversary date. This includes notifying the family of any changes in rent at least 30 days before the scheduled date of the change in family rent.

Persons with disabilities who are unable to come to CHA's office will be granted an accommodation by conducting the interview at the person's home or by mail, upon verification that the accommodation requested meets the need presented by the disability.

The head of household is required to attend the recertification interview. If the head of household is unable to attend, the appointment will be rescheduled, or at CHA's discretion the spouse, co-head, or any adult family member may recertify for the family.

Tenant Rent Increases

If tenant rent increases, a 30-day notice is mailed to the family prior to the anniversary date.

If less than thirty days are remaining before the anniversary date, the tenant rent increase will be effective on the first of the month following the 30-day notice.

If there has been a misrepresentation or a material omission by the family, or if the family caused a delay in the reexamination processing, the rent increase will be effective on the anniversary date regardless of whether the family has been given 30 days notice or the anniversary date has already passed and the increase must be imposed retroactively.

Tenant Rent Decrease

If tenant rent decreases, it will be effective on the anniversary date.

If the family causes a delay so that the processing of the reexamination is not completed by the anniversary date, a rent decrease will be effective on the first day of the month following completion of the reexamination processing by the CHA.

B. REPORTING INTERIM CHANGE§24 CFR 982.516]

The CHA requires that families report interim changes to the CHA within 10 days of when the change occurs. Any information, document or signature needed from the family, which is needed to verify the change, must be provided within 30 days of the change.

If the change is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

Changes in Income and Assets

Participants are required to report all increases in income.

CHA will conduct interim reexaminations when families have an increase in income.

Participants may report a decrease in income and other changes, which would reduce the amount of tenant rent, such as an increase in allowances or deductions. The CHA must calculate the change if a decrease in income is reported.

If CHA makes a calculation error at admission to the program or at an annual reexamination, an interim reexamination will be conducted to correct the error, but the family will not be charged retroactively.

Changes in Family Composition [24 CFR 982.516]

Participants must report all changes in household composition to the CHA between annual reexaminations. This includes additions due to birth, adoption, court-awarded custody, and marriages. All changes in family composition must be reported within 10 days of the occurrence. The family must obtain CHA and owner approval prior to all other additions to the household.

CHA may approve additions to the household in the following cases:

- Addition by marriage/or marital-type relation;
- Addition of a minor who is a member of the nuclear family and had previously been living elsewhere;
- A CHA-approved live-in attendant;

- Addition of any relation of the Head or Spouse that has been approved by a supervisor;
- Addition due to birth, adoption or court-awarded custody.

If any new family member is added, family income must include any income of the new family member. CHA will conduct a reexamination to determine such additional income and will make the appropriate adjustments in the housing assistance payment and family unit size.

If a change requires a larger size unit due to overcrowding, CHA will issue a Voucher for the family to search for a new unit.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified as required at the first interim or regular recertification after the new member moves into the unit.

CHA may deny a family's request to add additional family members who do not meet the criteria required for all households as described in Parts VI and XV of this plan.

Families are required to notify CHA if any family member leaves the assisted household. When the family notifies CHA, it must furnish the following information:

- The date the family member moved out;
- Documentation of the new address of the family member; or
- Court documents verifying divorce, separation or new custody arrangements.

Family Break Ups

When a family splits into two (or more) otherwise eligible families, CHA will make the decision as to which household should receive a subsidy taking into consideration the following factors:

- Which family unit retains the children or disabled or elderly member(s);
- Any medical issues in the family;
- Any court or legal determination;
- Role of domestic violence in the split; and
- Recommendations of social service agencies or qualified professionals, such as children's protective services.

Notification Procedures When Changes Reported Affect Tenant Rent

CHA will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following guidelines:

Changes Reported in Timely Manner

- *Increases in the Tenant Rent* are effective on the first of the month following at least a 30-day notice.
- *Decreases in the Tenant Rent* are effective the first of the month following that in which the change occurred. No rent reductions will be processed, however, until all the facts have been verified, even if a retroactive adjustment results.

Changes Not Reported in Timely Manner

If the family does not report the change in a timely manner, the following guidelines will apply:

- *Increase in Tenant Rent* will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and will be required to sign a Repayment Agreement or make a lump sum payment.
- *Decrease in Tenant Rent* will be effective on the first of the month following completion of processing by CHA and not retroactively.

Changes Not Processed by CHA in a Timely Manner

“Processed in a timely manner” means that the change goes into effect on the date it should when the family reports the change in a timely manner. If the change cannot be made effective on that date, the change is not processed by CHA in a timely manner.

- *Increases in Tenant Rent* will be effective first of the month after completion of the required 30-day notice.
- *Decreases in Tenant Rent.* The overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

Other Interim Reporting Issues

An interim reexamination does not affect the date of the annual recertification.

Any changes reported by participants other than those listed in this section will be noted in the file by the staff person but will not be processed between regularly-scheduled annual recertifications.

In instances where fraud is suspected, CHA may require an interim recertification.

Form HUD-50058 will be completed and transmitted as required by HUD to record changes.

The Notice of Rent Change is mailed to the owner and the tenant. Signatures are not required by CHA. If the family disagrees with the rent adjustment they may request an informal hearing.

PART XIV: MOVES WITH CONTINUED ASSISTANCE/PORTABILITY

HUD regulations permit families to move with continued assistance to another unit within the CHA's jurisdiction, or to a unit outside of the CHA's jurisdiction under Portability procedures. The regulations also allow the CHA the discretion to develop policies which define any limitations or restrictions on moves. This Part defines the procedures for moves, both within and outside of, the CHA's jurisdiction, and the policies for restriction and limitations on moves.

A. ALLOWABLE MOVES

A family may move to a new unit if:

- The assisted lease for the old unit has terminated because the CHA has terminated the HAP contract for owner breach, or the lease was terminated by mutual agreement of the owner and the family.
- Family is in compliance.
- The family has given proper notice of lease termination (if the family has a right to terminate the lease with notice to the owner).

A. RESTRICTIONS ON MOVES [24 CFR 982.314, 982.552]

Families will not be permitted to move outside CHA's jurisdiction under portability procedures during the initial year of assisted occupancy.

CHA may deny permission to move to if:

- The family has violated a family obligation.
- The family owes CHA money.
- The family has moved within the last 12 months.

The Executive Director or designee may make exceptions to these restrictions if there is an emergency need for the move over which the participant has no control.

A. PORTABILITY [24 CFR 982.353]

Portability applies to families moving into or out of CHA's jurisdiction. Under portability, families are eligible to receive assistance to lease a unit outside of CHA's jurisdiction. The unit may be located in the jurisdiction of a PHA anywhere within the United States that administers a tenant based program.

Outgoing Portability [24 CFR 982.353, 982.354, 982.355]

When a family requests to move outside of the CHA's jurisdiction, the request must specify the area to which the family wants to move.

If there is more than one PHA in the area in which the family has selected a unit, CHA will choose the receiving PHA.

Restrictions on Portability

Families will not be permitted to exercise portability under the following circumstances:

- During the initial 12 month period after admission to the program.
- If the family is in violation of a family obligation.
- If the family owes money to CHA.

Absorption or Administration

CHA will accept a family with a valid Voucher from another jurisdiction and decide whether to administer or absorb the Voucher. Generally CHA will absorb incoming portable families, however when CHA is leased to full capacity the subsidy will be administered on behalf of the initial PHA.

For initial lease-up, the family must be within CHA's Income limits.

All of CHA's administrative policies apply to incoming portable families.

PART XV:
DENIAL OR TERMINATION OF ASSISTANCE
TO APPLICANTS AND PARTICIPANTS

CHA may deny or terminate assistance for a family because of the family's action or failure to act. CHA will provide families with a written description of the family obligations under the program, the grounds under which CHA can deny or terminate assistance, and CHA's informal hearing procedures. This part describes when the CHA is required to deny or terminate assistance, and CHA's policies for the denial of a new commitment of assistance and the grounds for termination of assistance under an outstanding HAP contract.

A. GROUND FOR DENIAL/TERMINATION [24 CFR 982.552, 982.553]

If denial or termination is based upon behavior resulting from a disability, the CHA will delay the denial or termination in order to determine if there is an accommodation that would mitigate the behavior resulting from the disability.

CHA *will* deny assistance to applicants and terminate assistance for participants if:

- Any member of the family fails to sign and submit to HUD or CHA required consent forms for obtaining information.
- No member of the family is a U.S. citizen or eligible immigrant.
- The family is under contract, and 180 days have elapsed since the CHA's last housing assistance payment was made.
- The family is evicted from housing assisted under the program for serious violation of the lease.
- The family was evicted from public housing for use, sale or manufacture of illegal drugs or violent criminal activity within the past 5 years (see detailed description below).
- Any member of the household has been convicted of a felony within the previous 5 years, is on probation or satisfied the terms of probation less than 12 months ago, or has repetitively been convicted of crimes.

- Any member of the family manufacturing or producing methamphetamine on the premises of the assisted dwelling and any convictions for the manufacturing or producing of methamphetamine.
- Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants.
- Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises.
- Any violent criminal activity on or off the premises.
- Drug-related criminal activity on or off the premises. “Drug-related criminal activity” shall mean the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use, of a controlled substance as defined in section 102 of the Controlled Substance Act 21 U.S.C. §802.
- Alcohol abuse (or pattern of abuse) that may interfere with the health, safety or right to peaceful enjoyment of other tenants.
- Any member of household is registered under a State Sex Offender registration program.
- Fugitive felon or felon parole violator.

If the CHA determines that the tenant, any member of the tenant’s household, or any guest or other person under the tenant’s control has engaged in the aforementioned activity, regardless of whether the person has been arrested or convicted for such activity, tenancy will be terminated and/or eviction action taken.

Grounds for Denial or Termination of Assistance [24 CFR 982.552]

CHA *may* at any time deny program assistance for an applicant, or terminate program assistance for a participant, for any of the following reasons:

- The family violates any family obligation under the program as listed in 24 CFR 982.551.
- Any member of the family has ever been evicted from public housing.
- The family currently owes rent or other amounts to CHA or to another PHA in connection with Section 8 or public housing assistance.
- The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family.
- The family breaches an agreement with CHA to pay amounts owed to CHA, or amounts paid to an owner by CHA.
- The family has engaged in or threatened abusive or violent behavior toward CHA personnel.

“Abusive or violent behavior towards CHA personnel” includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for termination or denial.

“Threatening” refers to oral or written threats or physical gestures that communicate an intent to abuse or commit violence.

Actual physical abuse or violence will always be cause for termination.

CHA may also deny the request of a participating family to add a household member if that person is found to be ineligible for assistance after a review against the above criteria.

Housing Authority Discretion

In deciding whether to deny or terminate assistance for any of the reasons listed above, CHA has discretion to 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 length of time since the violation occurred. It may also review the family’s more recent record of compliance and consider the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

CHA 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. CHA may permit the other members of a family to continue in the program.

Explanations and Terms

Enforcing Family Obligations

HQS Breach: The Housing Counselor will determine if an HQS breach is the responsibility of the family as defined by HUD regulation. Families may be given extensions of time to cure HQS breaches by the Housing Counselor.

Lease Violations: The following criteria will be used to decide if a serious or repeated violation of the lease will cause a termination of assistance.

- If the owner terminates tenancy through court action for serious or repeated violation of the lease.
- If the owner notifies the family of termination of assistance for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action, and the CHA determines that the cause is a serious or repeated violation of the lease based on available evidence.
- If there are police reports, neighborhood complaints or other third party information, and CHA has verified the information.

Notification of Eviction: If the family requests to move but did not notify the CHA of an eviction within 30 days of receiving the Notice of Lease Termination, the move will be denied.

Limitation on Profit-Making Activity in Unit: CHA may prohibit use of a dwelling unit for profit-making activity if it determines that the use of the unit as a business is not incidental to its use as a dwelling unit, or the business activity results in the inability of the family to use any of the critical living areas, such as a bedroom, or if CHA determines the business is not legal.

Interest in Unit: The owner may not reside in the assisted unit regardless of whether the owner is a member of the assisted family, unless the family owns the mobile home and rents the pad under the Certificate Program.

Drug-related or Violent Criminal Activity

Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance *on or off the* premises.

Violent criminal activity includes any criminal activity engaged in by any family member that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property.

Ineligibility if Evicted for Drug-Related Activity

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Section 8 programs for a 5-year period beginning on the date of such eviction. CHA may waive this requirement if the circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.

If the family violates program rules prohibiting drug-related or violent criminal activity, CHA will terminate assistance.

Screening Out Illegal Drug Users and Alcohol Abusers

CHA will deny participation in the program to applicants in cases where it determines that there is reasonable cause to believe that the person 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. This includes cases where CHA determines that there is a *pattern* of illegal use of a controlled substance, or *pattern* of alcohol abuse.

CHA will consider the use of a controlled substance or alcohol to be a *pattern* if there is more than one incident during the previous 12 months.

Confidentiality of Criminal Records

To the extent allowable by the Public records law, as may be amended, CHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated.

Required Evidence

Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to

be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Credible evidence may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence, can be considered credible evidence. Other credible includes documentation of drug raids or arrest warrants.

CHA may pursue fact-finding efforts as needed to obtain credible evidence.

Notice of Termination of Assistance

In any case where the CHA decides to terminate assistance to the family, the CHA must give the family written notice which states:

- Reason(s) for the proposed termination.
- Effective date of the proposed termination.
- Family's right, if they disagree, to request an informal review or informal hearing to be held before termination of assistance (informal reviews are conducted prior to informal hearings).
- Date by which a request for an informal review or informal hearing (informal reviews are conducted prior to informal hearings) must be received by CHA.

CHA will simultaneously provide written notice of the contract termination to the owner so that it will coincide with the termination of assistance. The notice to the owner will not include any details regarding the reason for termination of assistance.

B. PROCEDURES FOR NON-CITIZENS [24 CFR 5.514, 5.516, 5.518]

Termination due to Ineligible Immigrant Status

Participant families in which all members are neither U.S. citizens nor eligible immigrants must have their assistance terminated. They must be given an opportunity for a hearing.

Assistance may not be terminated while verification of the participant family's eligible immigration status is pending.

False or Incomplete Information

When the CHA has clear, concrete, or substantial documentation (such as a permanent resident card or information from another agency) that contradicts the declaration of citizenship made by an applicant or participant, an investigation will be conducted and the individual given an opportunity to present relevant information.

If the individual is unable to verify their citizenship, the CHA may give him/her an opportunity to provide a new declaration as an eligible immigrant or to elect not to contend their status. The CHA will then verify eligible status, deny, terminate, or prorate as applicable.

The CHA will deny or terminate assistance based on the submission of false information or misrepresentations.

Procedure for Denial or Termination

If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the status, the family may make an appeal to the INS and request a hearing with CHA either after the INS appeal or in lieu of the INS appeal.

After CHA has made a determination of ineligibility, the family will be notified of the determination and the reasons and informed of the option for prorated assistance (if applicable).

C. OPTION NOT TO TERMINATE FOR MISREPRESENTATION [24 CFR 982.551, 982.552]

If the family has misrepresented any facts that caused CHA to overpay assistance, CHA may choose not to terminate and may offer to continue assistance provided that the family executes a Repayment Agreement and makes payments in accordance with the agreement or reimburses the CHA in full.

D. MISREPRESENTATION IN COLLUSION WITH OWNER
[24 CFR 982.551, 982.552]

If the family willingly and knowingly commits fraud or is involved in any other illegal scheme with the owner, the CHA may deny or terminate assistance. In making this determination, the CHA will carefully consider the possibility of overt or implied intimidation of the family by the owner and the family's understanding of the events.

PART XVI: OWNER OR FAMILY DEBTS TO CHA

This Part describes CHA's policies for the recovery of monies that have been overpaid for families and to owners. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is the CHA's policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts.

When families or owners owe money to the CHA, the CHA will make every effort to collect it. The CHA will use a variety of collection tools to recover debts including, but not limited to:

- Requests for lump sum payments
- Repayment agreements
- Reductions in payments for other units
- Reporting debt to Credit bureaus

A. REPAYMENT AGREEMENT FOR FAMILIES [24 CFR 792.103, 982.552 (b)(6-8)]

A repayment agreement is a document entered into between CHA and a person who owes a debt to CHA. Participants must pay 1/2 of the debt owed up-front, and the balance is to be paid in monthly payments.

The minimum monthly amount of payment for any repayment agreement is \$10 (ten dollars) or 10% of the debt, whichever is less.

The CHA will not enter into a repayment agreement if a previously executed repayment agreement already exists for a prior debt.

Late Payments

If the family's repayment agreement is in arrears, the CHA may:

- Require the family to pay the balance in full.
- Terminate the housing assistance.
- Grant an extension of time to pay of 30 days.

If the family requests approval to move to another unit and is in arrears on a repayment agreement the family will be permitted to move only after the payment of the past due amount.

B. GUIDELINES FOR REPAYMENT AGREEMENTS [24 CFR 982.552(b)(8)]

Repayment agreements will be executed between CHA and the head of household only.

Monthly payments may be decreased in cases of hardship, when requested in advance of the due date by the family, the hardship is verified, and the approval of the Executive Director is obtained.

No move will be approved until a debt is paid in full, unless the move is the result of the following causes and the existing repayment agreement is current:

- Family size exceeds the HQS maximum occupancy standards.
- HAP contract is terminated due to owner non-compliance or opt-out, and owners are reported to a credit rating company.
- Natural disaster.

If the family has a repayment agreement in place and incurs an additional debt to the CHA, CHA will not enter into another agreement with the family.

C. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION [24 CFR 982.163]

HUD's definition of program fraud and abuse is a single act or pattern of actions that:

“Constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in payment of Section 8 program funds in violation of Section 8 program requirements.”

Family Error/Late Reporting

Families who owe money to CHA due to program fraud or the family's failure to report increases in income, will be permitted to repay under the terms the repayment policy only once. The second offense will result in termination.

Program Fraud

If a family owes an amount that equals or exceeds \$10,000 as a result of program fraud, the case will be referred to the Inspector General. Where appropriate, the CHA will refer the case for criminal prosecution.

D. OWNER DEBTS TO CHA

If CHA determines that the owner has retained Housing Assistance Payments to which he is not entitled, CHA may reclaim the amounts from future Housing Assistance Payments owed the owner for any units under contract.

If future Housing Assistance Payments are insufficient to reclaim the amounts owed, the CHA will:

- Require the owner to pay the amount in full within 60 days or enter into a Repayment Agreement for the amount owed.
- Pursue collections through the local court system.
- Restrict the owner from future participation.
- Report the debt to a credit bureau.

ADDENDUM: FAMILY SELF-SUFFICIENCY (FSS)

A. STATEMENT OF OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING FAMILY SELF-SUFFICIENCY PROGRAM:

This program will be administered in accordance with all approved Section 8 regulations, the Section 8 Administrative Plan and the Family Self-Sufficiency program guidelines.

B. PLANS FOR ADMINISTRATION OF PROGRAM FUNCTIONS:

40547. Outreach

FSS will be offered to all Section 8 voucher holders, on a first come, first served, basis. If all FSS slots are filled, a waiting list will be developed, based on a date/time stamp of the FSS pre-applications.

FSS program information will be made available in the reception area of the Clearwater Housing Authority (CHA), 210 Ewing Avenue, Clearwater, Florida. FSS staff will be notified by CHA Section 8 Housing Counselors of the scheduled dates of Section 8 briefings. At that time, either FSS staff or the Section 8 Housing Counselor will explain the program, may show a short video, and have prospective enrollees fill out a pre-application, which will be date/time stamped. FSS staff will also communicate with Section 8 Housing Counselors on an on-going basis to assure that referrals are being made for all Section 8 clients who express an interest in the FSS program or who could benefit from the FSS program.

FSS staff, through the Management Advisory Committee, and through program networking, will make known the availability of FSS slots to those social service agencies who serve CHA Section 8 clients.

Note: applications from elderly and disabled households will not be excluded from outreach or consideration.

40548. Completion of Applications, Determination of Eligibility and Selection of Participants

An FSS application will be completed after a pre-application has been received and an initial interview has taken place. Upon acceptance into the program, the enrollee will sign a five-year Contract of Participation (COP). An Individual Training and Service Plan (ITSP) will then be developed. This ITSP will set out their five year plan based on a final goal, and the interim goals they will need to achieve in order to meet their final goal. There will be a completion date for each interim goal. The ITSP will be signed by the participant, the FSS Program Director, and the Executive Director of the Clearwater Housing Authority. The participant will receive a copy of their completed COP, ITSP, and the FSS program Policies and Procedures. Their first

scheduled appointment date will be set at this time.

40549.Rejection of an Applicant

An applicant will not be accepted as an FSS participant under the following guidelines:

- a. The applicant's income exceeds the established HUD income limits.
- b. The applicant was a past participant in the Section 8 program, or a former public housing resident who had failed to satisfy liability for unpaid rent or tenant damage.
- c. The applicant has committed fraud in a federal housing assistance program or violated family obligations under the Section 8 program.
- d. The applicant has a felonious history in the manufacture, sale or distribution, or the possession with intent to sell or distribute a controlled substance.
- e. The applicant has a violent criminal history and has used or threatened to use physical force against the person or property of another, or has threatened CHA staff.
- f. The applicant has failed to respond after repeated and reasonable efforts by CHA to contact the applicant.

40550.Required Verifications and Documentations of Application Data:

This function will be handled in the same manner as described in the administrative plan.

Note: Any false information on the FSS pre-application and application, is grounds to reject an applicant into the FSS program.

40551.Briefing of Families and Issuance of the Certificate or Voucher:

This function will be handled in the same manner as described in the administrative plan and HUD regulations.

40552.Review of Family Circumstances, Rents, Utilities and Housing Quality Standards:

This function will be handled in the same manner as described in the administrative plan and HUD regulations.

40553.Re-Examination Policy:

This function will be handled by in the same manner as described in the administrative plan and HUD regulations.

40554.Terminations:

This function will be handled in the same manner as described in the administrative plan, except as described below:

- a. Escrow Accounts: The FSS escrow account will allow CHA to escrow funds when the participant begins receiving earned income, or at any time there is an increase in earned income. The participant will pay rent to the owners in accordance with the normal Section 8 procedures and CHA will make payment to the owner in the prescribed manner. In addition, CHA will place in escrow the difference between what the family initially paid in rent at enrollment into the FSS program, and the increased rent they pay as a result of the increase in earned income.

The escrow account will be paid to the family (minus any deductions for tenant damage, vacancy loss or outstanding loans) only when the family has met its obligations under the COP. This includes having terminated the FSS/Section 8 housing program by the end of the fifth year of the COP, having met the final and interim goals of their Individual Training and Service Plan (ITSP) and when certification is received by the Executive Director of CHA, that no family member is currently receiving any federal, state, or local subsidies. Once the COP has expired Section 8 rental assistance will terminate.

Once a family receives the escrow account balance they cannot reapply for housing assistance for two years. CHA will be advising other local PHA's of those families who have withdrawn their escrow account balance.

Any negative termination from the CHA Section 8 housing program will automatically terminate the FSS client's participation in the FSS program. Their termination will also be counted as negative and if there is an escrow balance, it will be forfeited. The Section 8 Housing Counselor will notify the FSS Department of a negative termination as soon as possible.

An FSS participant who voluntarily leaves the Section 8 program, and has not completed their COP, will also forfeit any accrued escrow. If the client is later reinstated into the Section 8 program, they will no longer be eligible for FSS participation.

- b. Non-Compliance with Contract of Participation: A family participating in the FSS program will be terminated from the Section 8 program if the family fails to meet the interim and final goals, as stated in their ISTP, with several exceptions. These exceptions are: 1. unforeseen circumstances such as verifiable severe emotional or health problems; 2. serious family problems; and/or 3. legitimate barriers which prevent the family from achieving their interim and final goals. Under such circumstances, the Contract of Participation will be made null and void, and the family will retain their Section 8 housing assistance. The retention of Section 8 assistance will need written approval of the Director of the FSS program and the Executive Director of the Clearwater Housing Authority, specifying the exact nature of the barriers to self-sufficiency.

Any participant found to be in non-compliance of their Contract of Participation will be given an opportunity to appeal, as outlined in the FSS Policies and Procedures.

40555. Portability:

Portability will be discussed and handled in the same manner as described in the Section 8 Administrative Plan and HUD regulations.

ADDENDUM: THE PROJECT-BASED CERTIFICATE PROGRAM

In establishing the owner selection criteria for Project Based Assistance, the Clearwater Housing Authority evaluates the needs of the prospective applicants and follows all established HUD regulations and guidelines.

Top priority will be given to projects that meet the following criteria:

1. Number of units compared to need.
2. Extent of rehabilitation needed.
3. Number of tenants in occupancy who would qualify for Section 8 rental assistance.
4. Project financial feasibility and owner commitment of financing for the rehabilitation.
5. Proximity of project to a daycare facility.
6. Proximity of project to an educational facility.
7. Proximity of project to local transportation.
8. All other things being equal, the final selection will be made in order of application admission.

Applicants for Project-Based Assistance – The Clearwater Housing Authority waiting list may be given to the owners/manager of project based units to solicit applications. Also, interested individuals not on the waiting list may apply for a project-based unit by contacting owner/manager of project based units in writing and completing an application. All processing of applications will be conducted in the same manner used for all voucher holders. If an applicant qualifies and all paperwork is completed, the applicant will be able to move into the next available unit if it is of the correct bedroom size for family.

Number of bedrooms will be decided based upon HUD established guidelines, which are listed in Section 8 Administrative Plan.

Review of Family Circumstances, Rents, Utilities and Housing Quality Standards – This will be handled using the same guidelines as the Section 8 Voucher program.

Re-Examination Policy – This will be handled in the same manner as the Section 8 Voucher program.

Terminations – This will be handled in the same manner as the Section 8 Voucher program once the applicant has received a voucher. Prior to the issuance of a voucher, the applicant can be terminated based on the same policies in place in the Section 8 administrative plan.

Complaints and Appeals – These will be handled in the same manner as for vouchers.

When a project-based contract is terminated with the owner, those families residing in project-based units at time of termination of contract will receive rental assistance. Assistance may be provided in the form of Section 8 Vouchers. Vouchers will be issued if there is assistance available. Available subsidy may be vouchers or conventional housing.