

PHA Plans

Streamlined 5-Year/Annual Version

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

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

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

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

Streamlined 5-Year Plan for Fiscal Years 2005-2009

Streamlined Annual Plan for Fiscal Year 2005

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

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: City of Peoria

PHA Number: AZ038

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units: 70

Number of S8 units:

Number of public housing units:

Number of S8 units: 82

Program Name	Units or families Served at Year Beginning	Expected Turnover
Public Housing	70	5
Section 8 Vouchers	82	7
Section 8 Certificates	0	0

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

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

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

(select all that apply)

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

HA Code: AZ038

Display Locations For PHA Plans and Supporting Documents

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

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

The PHA's mission is: (state mission here)

Providing the area's best possible affordable housing. Providing and maintaining safe, quality housing in a cost-effective manner. Expanding our program by participation with others, rental assistance and other related services are provided to our community in a non-discriminatory manner.

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)

Expand the range and quality of housing choices available to participants in the City of Peoria Housing Authority's tenant-based assistance program.

Objectives:

1. The City of Peoria Housing Authority shall establish and renew a commitment to help people use its tenant-based program to become homeowners. Assistance to accomplish this goal will be demonstrated by a program in place by December 31, 2006.
2. The City of Peoria Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2006, in its tenant-based program.
3. The City of Peoria Housing Authority attract 25 new landlords who want to participate in the program by December 31, 2007.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

Manage the City of Peoria Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

1. HUD shall recognize the City of Peoria Housing Authority as a high performer throughout the 5 year plan period.
2. The City of Peoria Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list by December 31, 2006.
3. The City of Peoria Housing Authority shall make our public housing units waiting lists more manageable by review and "weeding" of all waiting lists reducing the number of no longer accessible/interested clients in accordance with our administrative plan two times during the 5 year planning period. The "weeding" is targeted for December 31, 2006 and December 31, 2008.

4. The City of Peoria Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

Provide a safe and secure environment in the City of Peoria Housing Authority's public housing development.

Objectives:

1. The City of Peoria Housing Authority shall reduce crime in its development so that the crime rate is less than their surrounding neighborhood by December 31, 2006.
2. The City of Peoria Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the type of crime that occurs near our development and create strategies for identifying and reducing this problem.

3. The City of Peoria Housing Authority shall reduce its evictions due to violations of criminal laws by December 31, 2006, through an aggressive screening process.

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)

To provide a more effective operation and better housing opportunities the Peoria Housing authority will convert 25 scattered site public housing units under HUD's Section 32 Program by December 31, 2007.

Streamlined Annual PHA Plan PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

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

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- ☒ 1. Housing Needs - Attachment "A"
- ☒ 2. Financial Resources - Attachment "B"
- ☒ 3. Policies on Eligibility, Selection and Admissions - Attachment "C"
- ☒ 4. Rent Determination Policies - Attachment "D"
- ☒ 5. Capital Improvements Needs - Attachment "E"
- ☒ 6. Demolition and Disposition - Attachment "F"
- ☒ 7. Homeownership - Attachment "G"
- ☒ 8. Civil Rights Certifications (included with PHA Certifications of Compliance) - Attachment "H"
- ☒ 9. Additional Information - Attachment "I"
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - d. Resident Advisory Board Membership and Consultation Process
 - e. Resident Membership on the PHA Governing Board
 - f. PHA Statement of Consistency with Consolidated Plan
 - g. (Reserved)
- ☒ 10. Project-Based Voucher Program - Attachment "J"
- ☒ 11. Supporting Documents Available for Review - Attachment "K"
- ☒ 12. FY 2006 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report - In this document
- ☒ 13. Capital Fund Program 5-Year Action Plan - In this document
- ☒ 14. Other (List below, providing name for each item) - Attachment "L"

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

PHA letter to HUD concerning changes in Voucher Program Operations

Executive Summary (optional)

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

EXECUTIVE SUMMARY

The City of Peoria Housing Authority 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.

We have adopted the following Mission Statement to guide the activities of the City of Peoria Housing Authority.

The Mission Statement of the City of Peoria Housing Authority is:

Providing the area's best possible affordable housing. Providing and maintaining safe, quality housing in a cost-effective manner. Expanding our program by participation with others, rental assistance and other related services are provided to our community in a non-discriminatory manner.

Our Annual Plan (current and subsequent for the five year period) is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our Mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outlined a comprehensive approach towards our goals and objectives and are consistent with the City of Peoria Consolidated Plan. The following are highlights of our Annual Plan and also translate throughout our Five Year Plan:

- a. Adopt local preferences for applicants who live or work in the City of Peoria or are involuntarily displaced;
- b. Adopt and perform an aggressive screening policy in public housing to ensure within the best of our ability that admissions will be good neighbors. Provide screening in the Section 8 program to the fullest extent allowable but without removing any of the landlord responsibilities in tenant lease determinations;
- c. Applicants will be selected from the waiting list by preference and in order of the date and time they applied;
- d. We have established a minimum rent of \$50.
- e. In attempt to encourage work and advancement in the workplace, we are not requiring recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular decertification.
- f. We're going to utilize the published FMR's as our payment standard for the Section 8 program.

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're required to state how we intend to address these needs.

Attached is the information contained in the Housing Needs Section of our Consolidated Plan. It shows there is sufficient need for additional affordable housing resources in our community. Also, per the requirements, we have attached data and tables that provide an analysis of our waiting list.

The information was analyzed in the following manner. We gather data from our waiting lists and the City of Peoria Consolidated Plan. Then we looked at this information from the perspective of the require groups and for the factors set forth in the Interim Rule. Finally, we consulted with the creators of the City of Peoria Consolidated Plan to ensure that they agreed with our analysis.

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

Finally, we're required to state how we intend to address our communities housing needs to the maximum extent practical. While we wish we could meet all of the needs that exist in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to adequately address our total housing needs. Neither the City of Peoria Housing Authority nor the federal government has the resources necessary to accomplish our objective. The only practical thing that we can do is to apply for the grant opportunities as available by the U. S. Department of Housing and Urban Development over the course of the next year. Whenever possible we will respond to HUD NOFAs (Notices of Funding Availability) to increase the amount of affordable housing in Peoria.

Our goal is to provide the highest quality of housing services in an economical fashion that will improve affordability in the City of Peoria.

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

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

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

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input 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	% of total families	Annual Turnover
Waiting list total	736		53
Extremely low income <=30% AMI	725	98%	

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Very low income (>30% but <=50% AMI)	11	1%	
Low income (>50% but <80% AMI)	0	0	
Families with children	346	47%	
Elderly families	88	12%	
Families with Disabilities	221	30%	
Race/ethnicity	228	31%	
Race/ethnicity	236	32%	
Race/ethnicity	236	32%	
Race/ethnicity	23	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	208		
2 BR	3		
3 BR	293		
4 BR	57		
5 BR	2		
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 2 years Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

HA Code: AZ038

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

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

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

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Select all that apply

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

Need: Specific Family Types: Families with Disabilities**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

Other Housing Needs & Strategies: (list needs and strategies below)**(2) Reasons for Selecting Strategies**

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

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

HA Code: **AZ038**

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 903.12 (b), 903.7 (c)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2006 grants)		
a) Public Housing Operating Fund	\$135,000	
a) Public Housing Capital Fund	\$35,000	
a) HOPE VI Revitalization		
a) HOPE VI Demolition		
a) Annual Contributions for Section 8 Tenant-Based Assistance		
a) Resident Opportunity and Self-Sufficiency Grants		
a) Community Development Block Grant	\$750,000	Housing Rehab, Infrastructure, Public Service
a) HOME	\$325,000	Homeownership
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$65,000	Rental subsidy, Rehabilitation
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$1,310,000	

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3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time) 90 days
- Other: (describe)

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

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

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)**(2) Waiting List Organization**

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

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

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

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

c. Site-Based Waiting Lists-Previous Year - NO

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

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

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

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

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

d. Site-Based Waiting Lists – Coming Year

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? 1

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? One site based list is in use

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 PHA main administrative office
 All PHA development management offices
 Management offices at developments with site-based waiting lists
 At the development to which they would like to apply
 Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

☒ Date and Time 1

Former Federal preferences: 1

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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. 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

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of occupancy of public housing (select all that apply)

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list) Within 10 working days of the occurrence in writing to the PHA

(6) Deconcentration and Income Mixing

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

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

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

B. Section 8

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):
 - Other (list below)

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

screening purposes?

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

(2) Waiting List Organization

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

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit? If yes, state circumstances below:
One time request is no questions asked

(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

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year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- Date and Time 1

Former Federal preferences: 1

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

Other preferences (select all that apply) 1

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

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Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

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

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one of the following two)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly

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- income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

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

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

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

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

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

- 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)

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- 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)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing

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- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs

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

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

A. Capital Fund Activities

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

(1) Capital Fund Program

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

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for

each grant)
 Development name:
 Development (project) number:
 Status of grant: (select the statement that best describes the current status)

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

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

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

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

6. Demolition and Disposition

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

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

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

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

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- | |
|--|
| a. Actual or projected start date of activity:
b. Projected end date of activity: |
|--|

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

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

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

(2) Program Description

a. Size of Program

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

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

b. PHA-established eligibility criteria

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

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

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

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

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

8. Civil Rights Certifications

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

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

9. Additional Information

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

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

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

The goals and objectives adopted and status of action include:

Goal One: Manage the City of Peoria Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a standard performer.

Objectives:

1. HUD shall recognize the City of Peoria Housing Authority as a high performer by December 31, 2004.

RESULT: The program has improved financial and files handling but is still currently a standard performer. We achieved high performer status one time during the last five years and we will diligently work to improve our operations to regain a high performer status.

2. The City of Peoria Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2004.

RESULT: Our program has increased in our waiting list by 9 months to 1 year (varies over the 5 year period), but more units have been in demand throughout the year.

3. The City of Peoria Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

RESULT: The program has moved into a new office facility which is on the grounds with the public housing. This new facility is more convenient to

transportation services and within walking distance of Parklee Apartments. The program office are much more staff and user friendly.

Goal Two: Provide a safe and secure environment in the City of Peoria Housing Authority's public housing development.

RESULT: With the moving of the program administrative office to the public housing campus and with strengthened ties to the City of Peoria Police Department we have created a much more secure environment for our clients and for the program staff.

Objectives:

1. The City of Peoria Housing Authority shall reduce crime in its development so that the crime rate is less than their surrounding neighborhood by December 31, 2004.

RESULT: The overall crime rate is lower in our area than all other surrounding areas of downtown Peoria. Our recent move of the administrative office location to our Public Housing physical location is also a security improvement.

2. The City of Peoria Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the type of crime that occurs near our development and create strategies for identifying and reducing this problem.

RESULT: The police are available to use our new offices at the Parklee Apartments as a substation to complete paperwork. This refinement of our services agreement has improved

3. The City of Peoria Housing Authority shall reduce its evictions due to violations of criminal laws by December 31, 2004, through an aggressive screening process.

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

Objectives:

1. The City of Peoria Housing Authority shall establish an array of programs available to help people use its tenant-based program to become homeowners by December 31, 2004.

RESULT: Our program has not yet placed a section 8 tenant to homeownership through programs available, but we have established downpayment assistance payment programs and financial counseling through cooperative subrecipient agreements with Community Services of Arizona.

2. The City of Peoria Housing Authority shall achieve and sustain a utilization rate of 98% by December 31, 2004, in its tenant-based program.

RESULT: For six months out of the year we sustained a 99% utilization rate on units and maintained an average of 98% rate for the 5 year period.

3. The City of Peoria Housing Authority will attract 25 new landlords who want to participate in the program by December 31, 2004.

RESULT: The PHA has 7 new landlords participating in rental agreements and lists 12 new landlords on our contacts list that have not yet entered into rental contracts. We will continue outreach and efforts to expand the number of available landlords to our clients.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

- a. Substantial Deviation from the 5-Year Plan. Please see attachment "I"
- b. Significant Amendment or Modification to the Annual Plan. Please see attachment "I"

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

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In attachment I

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

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

(2) Resident Membership on PHA Governing Board

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

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

- Yes No:

If yes, complete the following:

Method of Selection:

- Appointment

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

The council members are elected for four-year terms on a staggered basis. The mayor is elected at-large for a two-year term, however commencing in 1999, the mayor's term will become four years pursuant to an amendment to the City Charter approved by voters on March 11, 1997.

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

Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Council members agree to provide PHA oversight as part of their function in the City of Peoria government at the time of their public election.

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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) Any adult resident of the City of Peoria

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) Any adult resident of the City of Peoria

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

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain): By City Charter all government operations will be conducted through review of the City Council as the governing body.

Date of next term expiration of a governing board member: **Attachment I**Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): **Appointment by elections, see attachment I****(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (City of Peoria, Arizona)

HA Code: **AZ038**

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

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

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

Provision of housing to low income families at or below 50% of AMI.

Assistance and housing provided to elderly low income at or below 50% of AMI.

(4) (Reserved)

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

10. Project-Based Voucher Program

a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

a. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas

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Other (describe below:)

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

census tracts 0719.06 and 0719.09

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

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

See table of contents attachment

PHA Plan Table Library

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

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

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	\$140,895
2	1406 Operations	\$140,895
3	1408 Management Improvements	\$0
4	1410 Administration	\$0
5	1411 Audit	\$0
6	1415 Liquidated Damages	\$0
7	1430 Fees and Costs	\$0
8	1440 Site Acquisition	\$0
9	1450 Site Improvement	\$0
10	1460 Dwelling Structures	\$0
11	1465.1 Dwelling Equipment-Nonexpendable	\$0
12	1470 Nondwelling Structures	\$0
13	1475 Nondwelling Equipment	\$0
14	1485 Demolition	\$0
15	1490 Replacement Reserve	\$0
16	1492 Moving to Work Demonstration	\$0
17	1495.1 Relocation Costs	\$0
18	1498 Mod Used for Development	\$0
19	1502 Contingency	\$0
20	Amount of Annual Grant (Sum of lines 2-19)	\$140,895
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$0
24	Amount of line 20 Related to Energy Conservation Measures	\$0

* Provided by HUD - CIAP funding

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account	Total Estimated
AZ20P038501-2	Site Improvements - security, weatherizing and plumbing.	1406	\$134,180

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide	Admin	\$3,660
AZ20P038501-2	Site Improvements Non-Dwelling	\$134,180 \$3,055
AZ20P038501-04	Admin	0
	Site Improvements	0
	Non-Dwelling	0
AZ20P038502-03	Site Improvements	0
	Non-Dwelling	0

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

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

PHA Name: City of Peoria	Grant Type and Number	Federal FY of Grant: 05
	Capital Fund Program Grant No:	
	Replacement Housing Factor Grant No:	

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated*	Expended
1	Total non-CFP Funds	140,895			
2	1406 Operations	140,895			
3	1408 Management Improvements				
4	1410 Administration	13,661		10,000	3,661
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	276,242	0	142,112	134,180
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	23,773	0	20,718	3,085
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				

*any shortfall will be made up by non-federal funds

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

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant:
-----------	---	----------------------

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
--	---	------------------	----------	-------------------------	--	-------------------	--	-------------------

				Original	Revised	Funds Obligated	Funds Expended	
--	--	--	--	----------	---------	--------------------	-------------------	--

NA								

13. Capital Fund Program Five-Year Action Plan

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule**

PHA Name:	Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:	Federal FY of Grant:
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Reasons for Revised Target Dates
--	---	---	----------------------------------

NA	Original	Revised	Actual	Original	Revised	Actual	

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part I: Summary

PHA Name City of Peoria		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
-------------------------	--	---

Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 07	Work Statement for Year 3 FFY Grant: PHA FY: 08	Work Statement for Year 4 FFY Grant: PHA FY: 09	Work Statement for Year 5 FFY Grant: PHA FY: 10
HA-Wide	Annual Statement				
AZ20P038501-2		\$19,000	\$17,000	\$19,000	\$22,000
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year :2007 FFY Grant: PHA FY: 07	Activities for Year: 2008 FFY Grant: PHA FY: 08
-----------------------	---	---

	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	Parkview Physical Improvements	<i>Kitchen Improvements</i>	\$17,000	Parkview Physical Improvements	<i>Roofing/Painting</i>	\$15,000
Annual	Administration		\$2,000	Administration		\$2,000
Statement						
Total CFP Estimated Cost			\$19,000			\$17,000

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year :2009 FFY Grant: PHA FY: 09			Activities for Year: 2010 FFY Grant: PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>Parkview Physical Improvements</i>	<i>Bathroom and Windows and Exterior Repairs</i>	<i>\$17,000</i>	<i>Parkview Physical Improvements</i>	<i>Parking area, roofing and painting</i>	<i>\$20,000</i>
<i>Administration</i>		<i>\$2,000</i>	<i>Administration</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Total CFP Estimated Cost</i>		<i>\$41,000</i>			<i>\$22,000</i>

ATTACHMENT A

HOUSING AND HOMELESS NEEDS ASSESSMENT

HOUSING DATA - FAMILY NEEDS

ASSISTED HOUSING INVENTORY

The City of Peoria owns and manages 70 conventionally financed, federally assisted public housing units. The public housing programs provide opportunities for low-income families and elderly/disabled households to rent federally subsidized housing for 30% of their monthly-adjusted gross income. The City's public housing inventory is divided into traditional conventional housing and scattered sites housing programs.

There is one conventional housing complex located in downtown area the City. Mainly families composed of one and two occupy this complex. The vacancy rate for the conventional public housing program has historically been less than 3%.

The Scattered Sites Housing Program currently has 82 single-family homes located throughout the City of Peoria. These homes are intended for occupancy by families.

There is expected to be limited losses to the assisted housing inventory. It is the City's intent to replace all Scattered Site assisted housing units sold or removed in any manner from housing selection.

The overall goal of the City of Peoria is in concurrence with the national goal, as set forth by HUD, to maintain decent, safe, and sanitary housing conditions for all assisted housing residents. In an effort to adhere to this standard, the City has managed an aggressive modernization program to keep the units in good condition.

In order to maintain the condition of the City's assisted housing stock, the Housing Department prepares a five-year modernization funding plan. Rehabilitation needs are assessed and are prioritized in the five-year plan. Funds to address the needs are appropriated from the following four sources:

- 1) Capital Fund,
- 2) Community Development Block Grant Program, and,
- 3) operating/replacement reserve

Because of the age of the City's assisted housing stock there is a constant need to upgrade and improve the condition of the units and the grounds. New regulations, such as those concerning accessibility and leadbased paint, can also add to the list of rehabilitation items.

Since August 1978, the City of Peoria Housing Department has administered and

maintained a Section 8 rent subsidy program. This program assists the low income person or family in obtaining decent, safe and sanitary housing in the private market. The City's Section 8 Leased Housing Voucher and Moderate Rehabilitation Programs experience only short-term vacancies. Families have up to 30 days to find a dwelling unit to lease, which accounts for the fact that the Program maintains an average lease-up rate of 98 percent. The City administers a total of 45 Section 8 units, which are broken down as follows:

Section 8 Voucher Program the program has 33 vouchers. The City of Peoria Housing Department issues a rental voucher to an eligible family and makes rental assistance payments to a private owner whose housing unit meets HUD's housing quality standards. There are no rent limits in the voucher program, but the assistance payment on behalf of the family is fixed.

Section 8 Certificate Program has 12 certificates.

Other Issues

The City is also engaged in the pursuit of ideas and programs that will enhance the living environment of public housing tenants beyond the improvement and maintenance of the buildings and grounds. The Housing Department has developed several successful programs to provide the public and assisted housing residents opportunities for self-improvement.

The housing and homeless needs assessment summarizes the available data on the current need for:

- a. Housing assistance for low, moderate and middle income households;
- b. Shelter and supportive services for homeless persons; and,
- c. Supportive housing for persons with special needs;

HOUSING NEEDS OF LOW, MODERATE AND MIDDLE INCOME HOUSEHOLDS

Affordable housing is defined as gross housing costs (rent or mortgage payment plus utilities) totaling no more than 30 percent of households gross income. A household paying more than 30 percent of their total income towards their rent or mortgage is considered to be cost burdened. A household paying more than 50 percent of their income towards their rent or mortgage is considered to be severely cost burdened.

The following discussion analyzes the housing problems and assistance needs of households by various income groupings. For purposes of the discussion below, a household with a housing problem is described as:

- Occupying a housing unit that meets the U.S. Census definition of having a physical defect (lacking complete kitchen or bathroom);
- Overcrowded (more than one person per room living in a unit); and/or,
- Cost burdened.

LOW INCOME

The “low income” designation applies to those households whose incomes are at or below 50 percent of the adjusted family median income (incomes are adjusted for family size). It is estimated through Maricopa Association of Governments year 2010 planning updates that approximately 7,300 households or 45 percent, of the 16,235 low income households in Peoria, had some sort of housing problem. Of the 16,235 low income households, 12,344 low income renters and 3,891 low income homeowners were paying more than 30 percent of their income for housing costs. Cost burdened low income households can be further identified by household type: elderly, small family, large family, and all others. Of the 12,344 cost burdened low income renters, 2,200 were elderly households, 7,200 small families, 2,100 large families and the remaining 844 households in the “other” category.

The data derived from the 1990 census and projected to the year 2010 allows for analysis of the housing problems of households earning below 30 percent of the adjusted family median income. Of the 16,235 low income occupied households in Peoria 7,123 (44 percent) earned less than 30 percent of median. Of the 7,123 households, 78 percent had one or more housing problem, 77 percent were estimated to be cost burdened and 65 percent were severely cost burdened. Of the 77 percent cost burdened rental or owner occupied households, 80 percent were estimated in the year 2010 to be actually paying greater than 50 percent of their income on rent and utilities.

OVERCROWDING

The degree of overcrowding among low income renter households is 19.4 percent within the 0 to 30 percent of median income group and 16.9 percent among the 31 to 50 percent of median income group. Of large family renters in the 0 to 30 percent income group, 79.3 percent live in overcrowded conditions and 71.5 percent of the large family renters in the 31 to 50 percent income group live in overcrowded conditions.

Overcrowding among low income owner households in Peoria is not as high as with low income renter households. At the time of the 1990 census, only 6.1 percent of all owners earning 0 to 30 percent of adjusted median income were considered overcrowded. A total of 7.6 percent of owners earning 31 to 50 percent of adjusted median income were overcrowded. However, if low income elderly homeowners were not counted as part of the calculation, the number of overcrowded owner households

would increase to 12.3 percent and 14.7 percent for the respective income categories.

DISPROPORTIONATE NEED

Disproportionate need is defined as one racial or ethnic group displaying a noticeably greater need for housing assistance than the population as a whole. For purposes of the CP, a difference of 10 percent between housing problems and assistance needs data for the population as a whole and minority population data is an indicator of disproportionate need.

Based on the 2000 census data and available year 2010 projections, there were no instances of assistance needs being disproportionately greater for minority populations among the low income group. The year 2010 projection does indicate an overall increase in the Hispanic population by 28% making this the largest single ethnic group growth. The greatest disparity was:

Minority owners within the 31 to 50 percent median income bracket had 70 percent of housing problems compared to 63 percent for the population as a whole (Hispanic owner households at 71 percent have the greatest incidents of housing problems)

Notably there were several areas where minorities had lesser incidents of housing problems than the population as a whole.

It should be noted that housing conditions are not being adequately accounted for in the Census data and therefore, not represented statistically to the degree of actual housing problems that are faced by the minority population in Peoria. It is known that a relatively greater proportion of the minority population resides in the older sections of Peoria and for that reason, undoubtedly faced a greater incidence of substandard housing. The 1994 City of Peoria Housing Condition Evaluation projected that of the 6,000 housing units evaluated; 3,300 dwelling units needed minor repairs; 2,100 units needed major repairs; and 600 units were not feasible to repair.

MODERATE INCOME

The “moderate income” designation applies to those households whose incomes are greater than 50 percent but less than or equal to 80 percent of the adjusted family median income. It is estimated through MAG year 2010 projections that 6,340 households, or 48 percent, of the 13,111 moderate income households in Peoria had some sort of housing problem. It is estimated that 5,377 moderate income renters and 3,977 moderate income homeowners were paying more than 30 percent of their income towards their rent (cost burdened). Of the 5,377 cost burdened moderate income renters, 729 were

elderly households, 3,275 were small families, 577 large families and the remaining 196 were in the “Other” category. Only 4 percent of moderate income renter households and 7 percent of moderate income owner households were considered severely cost burdened. There continues to be a significant difference when compared to low income households as noted previously.

OVERCROWDING

The degree of overcrowding among the renter households is 12.5 percent within the 51 to 80 percent of median income group. Of large family renters in the 51 to 80 percent income group, 61.9 percent are overcrowded. Overcrowding among moderate income owner households is 6.3%. These figures, according to the 1990 census are still within year 2010 projections. Overcrowding among moderate income owner households (6.3%) is on par with other Arizona cities.

DISPROPORTIONATE NEED

There were no instances of assistance needs being disproportionately greater for minority populations among the moderate income group. The following are the most disparate incidents in this income group:

1. Minority owners within the 51 to 80 percent median income bracket had a 55 percent incident of housing problems compared to 50 percent for the population as a whole (black owner households had a 57 percent incidents of housing problems); and,
2. Hispanic renter households within the 51 to 80 percent median income bracket had a 63 percent incident of housing problems compared to 50 percent for the population as a whole.

MIDDLE INCOME

The “middle income” designation applies to those house holds whose incomes are greater than 80 percent but less than or equal to 95 percent of the adjusted family median income. Year 2010 projections indicate 2,123 households, or 27 percent, of the 7,221 middle income households had some sort of housing problem. Of this number, 903 middle income renters and 321 middle income homeowners were paying more than 30 percent of their income towards their rent (cost burdened). Of the 903 cost burdened middle income renters, 160 are estimated to be elderly households, 325 small families, 103 large families and the remaining 315 were in the “Other” category. The incidence of severely cost burdened middle income households is still projected to be negligible in the year 2010 as it was in the 1990 Census. There was insufficient data available to

discuss overcrowding and disproportionate need within the middle income category.

TRENDS

The City of Peoria owns and manages 25 conventionally financed, federally assisted public housing units and 45 scattered site Section 8 units. The public housing programs provide opportunities for low-income families and elderly/disabled households to rent federally subsidized housing for 30% of their monthly-adjusted gross income. The City's public housing inventory is divided into traditional conventional housing and scattered sites housing programs.

There is one conventional housing complex located in the downtown area of the City. Mainly families composed of one or two persons in the household occupy these complexes and all occupants are disabled and/or elderly. There are a total of 25 conventional units. The vacancy rate for the conventional public housing program has historically been less than 3%.

The Scattered Sites Housing Program currently has 45 single-family homes located throughout the City of Peoria. These homes are intended for occupancy by families with at least 2 persons in the household.

There is expected to be limited gross housing loss to the assisted housing inventory. It is the City's intent to replace all Scattered Site assisted housing units sold or lost through any other manner to keep the inventory complete.

The overall goal of the City of Peoria is in concurrence with the national goal, as set forth by HUD, to maintain decent, safe, and sanitary housing conditions for all assisted housing residents. In an effort to adhere to this standard, the City has managed an aggressive modernization program to keep the Parkview complex in good condition and is a strong enforcer of Housing Quality Standards in the Section 8 program.

In order to maintain the condition of the City's assisted housing stock, the Housing Department prepares a five-year modernization funding plan. Rehabilitation needs are assessed and are prioritized in the five-year plan. Funds to address the needs have competitive access or program access to the following three sources: 1) Capital Fund, 2) Community Development Block Grant Program, and 3) operating/replacement reserve. Because of the age of the City's assisted housing stock there is a constant need to upgrade and improve the condition of the units and the grounds. New regulations, such as those concerning accessibility and lead-based paint, can also add to the list of rehabilitation items.

Experience has shown that for a family to be able to financially live in and maintain a

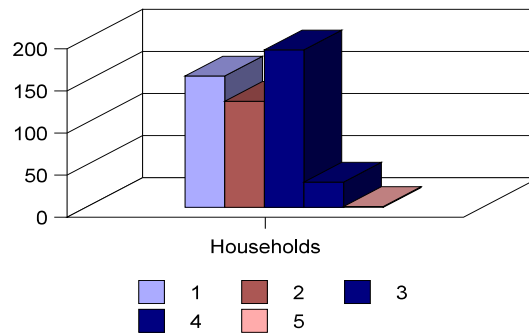
single-family home, (available through programs offered by non-profits that the City partners with) a certain minimum level of income is required. It is a working family that can best approach the income needed to be successful in the single family housing programs. As part of the City's de-concentration policy, income mixing will be an important target for public housing. It is felt that a mix of incomes will help to stabilize the living environment within the area of the City's housing complex. Mixing Section 8 clients in areas with families with relatively higher incomes and a trend of strong employment history will allow the City to transition more families to homeownership situations. The City will still ensure that housing applications meet all income eligibility, but the local preference will allow the City to select families with a greater distribution of incomes and encourage housing opportunities in areas of widely mixed income. The assisted housing waiting lists indicate that there is a greater need of housing for small families (2 to 4 persons). Approximately 45% of the total households on the lists are elderly or disabled households.

Affordability of single family housing is an increasing issue within the housing market. According to the Arizona State University's Real Estate Center a household would have to make over \$45,000 annually to afford the median priced home in 2000 (\$129,900). When half of Arizona households make less than \$35,000, the increasing affordability problem becomes clear. The percent of households who can afford the median value home has declined from 65% in 1970 to an estimated 35% in 2000 and is approximately 42% in Peoria currently (slightly higher than the area average).

The table below illustrates the number of households on the waiting list as of April, 2005 in need of assisted housing by number of bedrooms required:

Bedroom Size	Households
1	156
2	126
3	187
4	30
5	1

Bedroom Size Occupancy



The waiting list confirms that there is a greater need for housing for small families (2 to 4 persons). Also, there are 193 elderly or disabled households on the waiting list which, is approximately 39 percent of the total households on the list. Our area is highly desirable for elderly households to settle and this percentage is one of the highest in the Phoenix Metro area.

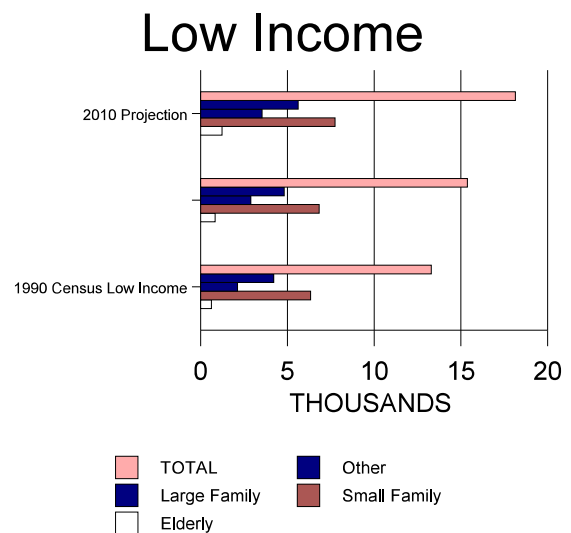
There is not enough data to objectively discuss the need for homeownership for first-time home buyers. There are many indications of need from the success of programs that have directed families to first-time home buyer activities. For example, since 1990 the Maricopa County Community Housing Resource Board (CHRB), through its repurchase counseling program made it possible for an estimated 16 low and moderate income Peoria families to purchase a home. CHRB has counseled many more than this number of families (about 3,000) who desire to purchase a home.

CURRENT ESTIMATES AND FIVE-YEAR PROJECTIONS

The Maricopa Association of Governments (MAG) population and housing projections were utilized to update the 1990 Census data as well as the 1995 special Census. From this, a current estimate of rental subsidy need was made. It was also used to project rental estimates and projections. The ratios between rental households in need, by household type, to total households derived from the 1990 Census were assumed to remain the same in estimating the current need and the five year projected need. Through this process it was projected that the total rental subsidy need for low income households will increase by 4,843 households over the next five years.

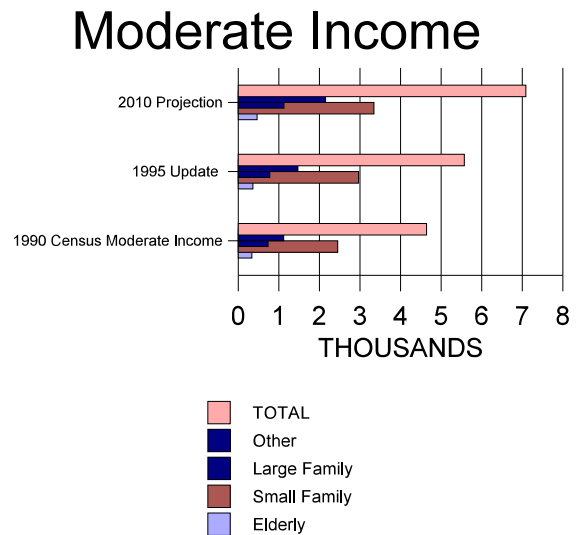
Rental Subsidy Needs of Low Income Households

Household Type	1990 Census Low Income	1995 Update	2010 Projection
Elderly	622	831	1,232
Small Family	6,340	6,834	7,744
Large Family	2,123	2,895	3,544
Other	4,211	4,814	5,619
TOTAL	13,296	15,374	18,139



Rental Subsidy Needs of Moderate Income Households

Household Type	1990 Census Moderate Income	1995 Update	2010 Projection
Elderly	334	360	465
Small Family	2,452	2,966	3,345
Large Family	734	777	1,125
Other	1,121	1,469	2,152
TOTAL	4,641	5,572	7,087



The housing type charts which compare low and moderate income needs demonstrate a continuing and consistent increase. The low and moderate income populations in Peoria increases at an average rate of about 2% per year based on this ten year overview.

HOMELESS POPULATIONS

Homelessness

The Nature and Extent of Homelessness

Homeless people in Peoria reflect the diversity, complex characteristics, and special needs of all homeless people in the United States. Despite their diversity, almost all homeless people are extremely poor. Regardless of their other difficulties, the lack of basic needs (housing, food, clothing, medical care) are common to all homeless people. Some homeless people require limited assistance in order to regain permanent housing and self-sufficiency. Others, especially people with physical or mental disabilities, require extensive and long-term support.

The definition of “homelessness” used in this Consolidated Plan is derived from the Stewart B. McKinney Homeless Assistance Act. According to this definition, a person is considered homeless who:

1. Lacks a fixed, regular, and adequate night-time residence; or,
2. Has a primary night-time residency that is a:
3. Supervised publicly or privately operated shelter designed to provide temporary living accommodations;
4. An institution that provides temporary residence for individuals intended to be institutionalized; or,
5. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a state law.

The State Homeless Coordination Office estimates, on any given night, there are as many as 12,000 people living on the streets or in emergency or transitional shelters in Maricopa County. The State Homeless Coordination Office conducted a statewide point-in-time survey of emergency and transitional shelters in July 1998. On the night of the survey, 3,454 homeless people were counted in Maricopa County shelters. Of this number 1,610 were individuals and 1,844 indicated they were members of a family. The State Homeless Coordination Office reports approximately 6,000 individuals and 2,000 persons in families remain unsheltered in Maricopa County each night.

Peoria has a homeless count of approximately 111 on any given night during the year. The primary indicator of this count is from Police reports documenting persons who have no available residence. While we are not a significant part of the regional homeless count, we are committed to working with homeless issues on a regional basis and recognize this issue as critical to address as a regional partner. A good deal of research and evaluation has been undertaken to understand this special segment of need in the population.

Based on findings from outreach worker estimates, shelters, transitional housing programs and service providers in Peoria and supported by national studies, the subcommittee working on updating the Maricopa Association of Governments Homeless Plan has estimates the homeless population in Maricopa County is comprised of the following subpopulations:

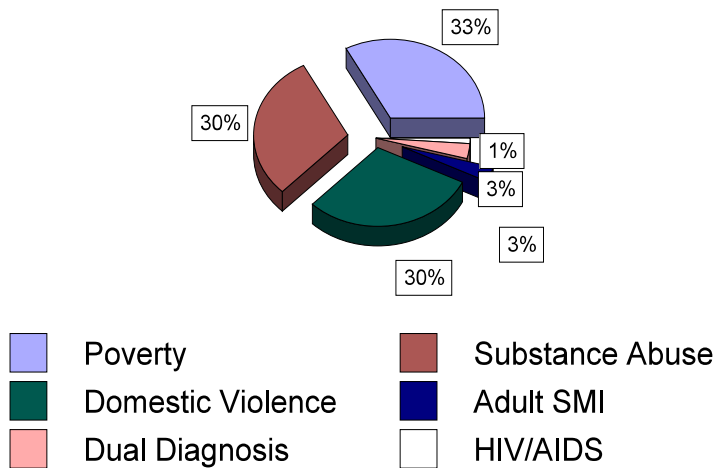
Thirty-three percent of the homeless population consists of people in families with children with the following characteristics:

- One-third are homeless because of poverty issues only;
- Thirty percent have substance abuse issues;
- Thirty percent are experiencing domestic violence;
- Three percent have an adult family member with a serious mental illness;
- Three percent have an adult with a dual diagnosis of substance abuse and serious mental illness;
- One percent has a member who has HIV/AIDS.

In January 1998, seven emergency shelters and transitional housing programs in Peoria/Phoenix Metro area participated in a national survey of family homelessness coordinated by Homes for the Homeless and The Institute for Children and Poverty in New York City. The final report, "HOMELESS IN AMERICA: A CHILDREN'S STORY" was published in 1999. It contained data obtained by over 200 organizations in twenty cities in the United States. The results of the survey includes the following national data which identifies the Phoenix Metro area and gives a clear vision of issues Peoria considers when addressing homeless needs issues. We believe these are representative of the proportions reflected in homeless needs that Peoria must address:

Homeless Families with Children

Reasons



AGE/ETHNICITY	Peoria	NATIONALLY
< 5 Years	41%	49%
5 to 17 Years	59%	52%
African American	27%	63%
Asian	0%	1%
Latino	23%	13%
Native American	10%	2%
White	38%	16%

Times Homeless:

FREQUENCY	Peoria	NATIONALLY
Once	58%	73%
Twice or More	42%	27%
Witnessed DV	51%	40%
Witnessed Com. Violence	21%	17%
CS ⁽¹⁾ Once	52%	63%
CS ⁽¹⁾ Twice or More	48%	37%
Missed > 2 Weeks of School	45%	33%
Missed > 4 Weeks of School	15%	12%

(1) CS = Changed Schools in last year

Homeless Parents:

DATA TYPE	Peoria	NATIONALLY
Female	92%	95%
Male	8%	6%
Single Parent	75%	80%
Employed	45%	26%
Median Income	\$12,480	\$12,480
Median Age	31 years	30 years

Reasons for leaving last residence:

REASON	Peoria	NATIONALLY
Couldn't Pay	34%	30%
Overcrowded	32%	25%
Domestic Violence	10%	12%
Substandard	2%	4%
Left Shelter	8%	15%

65 percent of Peoria Homeless parents are estimated to have a history of substance abuse compared with 46 percent Nationally.

Residences Occupied in last year:

DURATION	Peoria	NATIONALLY
One	5%	8%
Two or Three	67%	73%
Four or More	8%	20%

General Homeless Characteristics in Homeless Parents:

FREQUENCY/ DURATION	Peoria	NATIONALLY
Time Homeless	9.7 Months	9.6 Months
One time Homeless	52%	63%
Two or More times Homeless	48%	37%
> 2 years on TANF ⁽²⁾	33%	30%
< 2 years on TANF ⁽²⁾	45%	52%
Never on TANF ⁽²⁾	22%	18%
Currently on TANF ⁽²⁾	39%	57%
Receiving Food Stamps	48%	67%
Receiving AHCCCS or Medicaid	21%	53%

(2) Temporary Assistance to Needy Families (Food Stamps, welfare benefits...)

35 percent of Peoria homeless parents are estimated to have had TANF reductions last year. Nationally, this figure is 37 percent.

Temporary Assistance to Needy Families (TANF) Impacts:

IMPACT	Peoria	NATIONALLY
Became Homeless	31%	20%
Child in Limbo Care	16%	6%
Foster Care Child	16%	13%

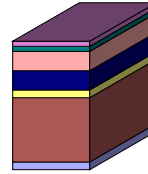
About sixty-seven percent of the homeless population is single people, of which 80% are male and 20% female. The single population also has the following characteristics:

- Six percent are homeless only because of low incomes;
- Fifty percent have substance abuse disorders;
- Six percent are experiencing domestic violence;
- Fifteen percent have a serious mental illness;
- Fifteen percent have a dual diagnosis of substance abuse and a serious mental illness;
- Four percent have HIV/AIDS; and,

- Four percent are homeless or runaway youth.

Single Homeless Persons

Characteristics



The MAG planning committee did not break-out the veteran population. According to the National Coalition for Homeless Veterans has estimated 40% of homeless men are veterans, although only 34% of the single homeless person experiencing homelessness only because of poverty issues.

In 1996, the Phoenix Health Care for the Homeless Coalition, City of Phoenix Human Services Department, Phoenix Consortium to End Homelessness, Arizona Department of Economic Security, and Maricopa Association of Governments surveyed mainly homeless people in and around the Phoenix Metro area including Peoria. In its report on the survey, “A Snapshot of Homeless People in Phoenix”, the Morrison Institute at Arizona State University found the following information and compared it to a 1983 survey conducted by the Peoria South Mental Health Center. Some of the important information which we believe is equally accurate for Peoria includes:

Age Group	1983	1996
Under 20 Years	3.0%	4.4%
20 to 29 Years	27.0%	16.5%
30 to 39 Years	26.0%	37.1%
40 to 49 Years	18.0%	23.0%
50 to 59 Years	17.0%	7.7%
Over 60 Years	9.0%	7.7%

As the table demonstrates fewer are under 30 years and more are in their 30's and 40's.

Race/Ethnicity of Heads of Households

Ethnicity	1983	1996
White	61.0%	49.8%
Hispanic	17.0%	15.9%
Black	9.0%	18.5%
American Indian	12.0%	8.0%
Other	2.0%	1.0%
Refused	0.0%	5.5%

The most notable statistical indication in this table is a decline in the White homeless population and an increase in the Black homeless population.

Homeless in Peoria Year Round (as a percentage of the total homeless population)

Timeframe	1983	1996
Stay Year Round	56%	74%
Migrate Each Winter	44%	26%

REASONS FOR HOMELESSNESS IN AND AROUND PEORIA

Erosion of affordable housing stock

There is typically a 3 to 4% vacancy rate in market rate housing in Peoria. The average rental rates in Peoria are: \$472 for a one-bedroom apartment, \$503 for a two-bedroom apartment, and \$894 for a three-bedroom apartment. The HUD standard for determining appropriate rents is that no more than 30% of a household's income should be spent on housing costs (including utilities). The household, which earns \$1,120 (based on \$7/hour full-time employment), should be paying \$336/month for rent and utilities.

Poverty

The Maricopa County Association of Governments has estimated at least one-third of the families with children in Maricopa County live at or below the Federal Poverty Level. The Children's Defense Fund has estimated that, on a national basis, one in five families in our country live in poverty. A single female heads most homeless families in Maricopa County. Of these families, the 1990 Census found thirty-three percent live in poverty. The 1990 Census also determined that 51% of single female parent families with children under five years of age live in

poverty.

Inadequate Community Support for People with Disabilities

1. People with Addictions to Alcohol and/or Other Substances

The abuse and/or addiction to alcohol or other substances typically leads to major impairment of the ability to function on a day-to-day basis, including maintaining employment, acceptable family and social interaction. If the abuser cannot attain or maintain abstinence, family, social, and employment supports are usually withdrawn at some point. In many cases, one of the results is loss of housing. The nature of recovery from addictions has been found to likely include relapses. Most homeless shelters do not allow residents to actively use alcohol or other substances and therefore many people remain unhoused. When a person in a shelter relapses, they are evicted and return to living on the streets.

The most prevalent population includes people who abuse various types of substances. In responses to survey questions in “A Snapshot of Homeless People in Phoenix,” a 1996 survey of homeless people in Metro Phoenix (Morrison Institute for Public Policy, Arizona State University), 36 percent of the respondents reported abusing alcohol or other drugs during the previous twelve months. Outreach workers for the regional behavioral health system estimate between 75 and 80 percent of all unsheltered single people are suffering from substance abuse. Based on the State Homeless Coordination Office's July 1998 survey of homeless shelter providers, over 36 percent of homeless adults in families were dealing with substance abuse problems on the survey night. It is estimated that approximately 5,900 homeless persons in Maricopa County have substance abuse problems.

2. People with a Serious Mental Illness

Without adequate support, people with serious mental illnesses often stop taking medication needed to remain stable. When decompensation occurs, and support is not available, many people with a serious mental illness leave housing, on their own or through eviction. People with serious mental illnesses are usually afraid to enter large mass shelters. Most shelters do not have adequate staff to offer special assistance needed by the seriously mentally ill population. If in a shelter, people with a serious mental illness that are not taking their medication, often have difficulty following shelter rules and are evicted.

According to a 1992 National Institute of Mental Health report, an estimated 30 percent of all single homeless adults are seriously mentally ill. The Arizona Department of Health Services estimates approximately 15 percent of homeless persons are dually diagnosed as seriously mentally ill and substance abusing. When these percentages are applied to the homeless population in Maricopa County, potentially 1,094 homeless individuals are afflicted with a serious mental illness only. Another 1,137 homeless people could be dually diagnosed with a mental illness and substance abuse problem. During the State Homeless Coordination Office's survey of shelters in Maricopa County in July 1998, 7% of the residents were reported as having a serious mental illness and another 6% were dually Serious Mental Illness diagnosed.

3. People with HIV/AIDS

The Arizona Department of Health Services (ADHS) has concluded, by the year 2010, Maricopa County will have 6,000 reported cases of AIDS. Estimates indicate 4,000 deaths will have occurred and 15,400 persons in Maricopa County will be living with HIV or AIDS. ADHS also reports persons living with AIDS, in the future, will be more likely to be people of color and less likely to be homosexual men. Instead, they will more likely have some histories of Intravenous Drug Use (IDU) and be women. According to a 1992 National Commission on AIDS report, approximately 15 percent of homeless single people are HIV/AIDS-infected. A 1995 HIV Consumer Survey conducted by the Arizona AIDS Foundation found 16 percent of persons in Maricopa County with HIV/AIDS were living on the streets, in a shelter, or in a treatment center.

People Experiencing the Effects of Trauma

It is estimated that at least half of the women experiencing homelessness are, or have been, victims of abuse, either as an adult or as a child. In many cases, homeless youth leave home to escape problems such as physical and sexual abuse, drug abuse by parents, and severe family conflict. The effects of domestic violence and other trauma result in severe anxiety and depression, poor health and nutrition, and low self-esteem.

● People Who are Victims of Domestic Violence

According to the 1998 State Homeless Coordination Office's point-in-time survey of shelters, approximately 19 percent of the sheltered family population were in shelters because they were victims of domestic violence. In addition, the 1997 Arizona Uniform Family Violence Program Report indicated over 14,397 requests for service were turned down from domestic violence shelters because of lack of space. The eight domestic violence shelters in Maricopa County reported providing 50,561 bed nights of shelter last year to about 2,721 women and their children. During intake, 543 victims reported they had called the police for assistance during the most recent incidence of domestic violence. It was also reported 95 percent of the perpetrators were arrested for a domestic violence incident. Service providers and advocates estimate 50 percent of all homeless women have left their households because of domestic violence.

This is an area documented by Peoria Police as one of the highest homeless contributors in the City.

2. Homeless Youth

Nowhere To Go, A Report on Runaway and Homeless Youth in Arizona estimates the total number of runaway and homeless youth in Arizona to be 5,000 each year. Youth advocates estimate that up to 58 percent, or 2,900 of these youth, reside in Maricopa County during the course of a year and up to 670 at any point in time. The Children's Action Alliance estimates that shelters in Arizona turned away about 4,300 requests for shelter by homeless youth in 1998. There are only 69 emergency beds available throughout Arizona for youth on their own, eight of which are in Maricopa County. In 1996, 7,831 youth were arrested in Arizona for running

away from home. This number represents a 51% increase in arrests from 1990.

According to the National Network for Youth and the National Coalition for the Homeless, an estimated 46% of homeless youth have been physically abused, and 17% have experienced unwanted sexual activity by a family or household member. An estimated 66% report having an alcoholic parent. These sources also indicate youth may become homeless when their families suffer financial crises resulting from lack of affordable housing, limited employment opportunities, insufficient wages, no medical insurance, or inadequate welfare benefits. These youth become homeless with their families, but are later separated from them by shelter, transitional housing, or child welfare policies. A very high percentage of homeless youth have had previous institutional placements. Twenty percent of youth arriving at federally funded shelters

Barriers to Ending Homelessness in Peoria

Housing is not affordable to people with low incomes. The U.S. Department of Housing and Urban Development has reported that between 1995 and 1997, rents increased faster than income for the 20% of people with the lowest incomes in the nation. The waiting time for subsidized housing in Peoria is about 56 months.

Low wages and changes in the welfare system have left many families living in poverty and unable to afford housing. The dollar amount received from current family welfare benefits (Temporary Assistance to Needy Families – TANF) and Food Stamps combined give families income, which places them at the Federal Poverty level. Welfare does not end poverty. Since November 1997, over 12,000 families in Arizona reached the two-year time limit for receiving TANF. Although moving from “welfare to work”, most families are earning minimum wage, they are still living in poverty.

Because of low wages many families struggle to obtain childcare, medical care, food, and housing. With little income for these necessities, families are in imminent danger of becoming homeless. In 1998, the U.S. Department of Housing and Urban Development reported that families with children represented 40% of the households who are paying more than half of their income for housing or live in substandard housing. In Fiscal Year 1998-99, the five top reporting City of Phoenix Family Services Centers provided crisis assistance to over 25,000 low-income families. Without this homeless prevention intervention, many of these families would have lost their housing.

Homeless people, scattered throughout Maricopa County, have difficulty learning about and accessing services. Although very visible, the downtown homeless population represents only a small percentage of the homeless population in Maricopa County. People in outlying areas aren't aware of assistance or lack transportation to get assistance. Outreach teams must cover a 9,200 square mile area in order to reach all of the homeless people in Maricopa County.

Because of funding source restrictions, emergency shelter in Arizona is only provided to families for up to 3 months during a one-year period. This means a family can usually stay in

only one shelter during the year. If a family “does not make it” at a shelter, they usually return to living on the streets. Three months is not adequate time to stabilize crisis situations, especially for chronically homeless families with substance abuse, mental health, life skills, and employment problems. Many homeless families exiting emergency shelters do not meet the requirements of transitional housing programs because of lack of preparation and therefore return to living on the streets.

Safe, decent housing is not affordable for people recovering from homelessness. Receipt of affordable housing is the single greatest predictor of formerly homeless persons’ ability to remain in housing (Practical Lessons, the 1998 National Symposium on Homelessness Research, August 1999). People making minimum wages, especially if they have children, cannot afford deposits and ongoing rental fees for market rate housing. People living in emergency shelters and transitional housing programs are required to save money. When they access permanent housing that is not affordable for them, they are at great risk of recidivism to homelessness when they run out of savings, experience a crisis, or make a bad decision.

Many homeless people have credit problems and/or criminal records. Most rental housing will not accept people with a criminal or bad credit history. City of Peoria operated housing programs also uses this restriction. The results are families live doubled up, live in substandard housing, or return to the streets.

Most rental properties require a \$25 fee for a credit check. Most homeless people don’t have the money to comply with this requirement. These fees are non-refundable and have to be paid at each property. Results are families live doubled up, live in substandard housing, or return to the streets.

The behavioral health system in Maricopa County does not have enough funding to provide adequate housing and services to the seriously mentally ill population in Maricopa County. ComCare, the previous Regional Behavioral Health Authority (RBHA) in Maricopa County estimated there are at least 1,000 homeless seriously mentally ill people living without housing in the county. Value Options, the new RBHA, says there are 12,000 people with a serious mental illness in Maricopa County. They have about 1,000 Shelter + Care or Supportive Housing Program vouchers.

Alcohol and drug abuse treatment is almost nonexistent for homeless people. Almost all treatment programs are only available to people who have private insurance coverage, to those who are low income and can pay their portion of treatment based on income, or who have Arizona Health Care Cost Containment System (AHCCCS) coverage. Most homeless people have jobs that don’t have insurance as a benefit, or they have zero income, or on AHCCCS because of another disability. AHCCCS pays for two weeks of treatment.

Continuum of Care

In the winter of 1982, homelessness became a visible problem in Maricopa County when urban campsites were being built in the downtown area of Peoria. Nationwide, as well as in Maricopa

County, homelessness became a symbol of the need to address poverty, inadequate support services, and the lack of affordable housing. Since 1983, service providers, housing providers, advocates, churches, the business community, and federal, state, county, and city governments have been working together to develop a responsive network of housing and support services for homeless adults, families, and youth in Maricopa County. As an extension of this work, the current effort is based on a community-wide consensus for the need to provide housing and services in a Continuum of Care which responds to local conditions, addresses the many causes and effects of homelessness, and is flexible enough to meet the needs of different subpopulations of homeless people. The City of Peoria is committed to the regional treatment and support of the continuum of care concept.

The Maricopa County community is continuing the refinement of the planning process and utilization of all possible resources needed to fill gaps in its Continuum of Care. The Continuum of Care system developed in Maricopa County, as defined in local governments' Consolidated Plans, includes:

1. an array of housing and services which attempts to prevent homelessness;
2. assistance in stopping a crisis situation if homelessness does occur;
3. outreach to bring those already homeless into housing and services;
4. assistance in transitioning homeless people into permanent housing; and,
5. provide support to maintain individuals and families in permanent housing to enable them to live as self-sufficiently as possible.

Housing types include emergency shelter, transitional housing, permanent supportive housing, and permanent affordable housing. The principal organizations involved in developing the Continuum of Care system in Maricopa County include local, state, and federal governments, nonprofit agencies, coalitions, religious organizations, the private sector, and interested citizens, including those who are homeless or formerly homeless.

A draft plan was presented to and approved by the MAG Regional Council in December 1997. This plan, A Regional Partnership to End Homelessness in the Valley of the Sun: Status Report June 1997, encompasses recommendations, anticipated outcomes, and implementation strategies across six priority areas: housing, siting, services, funding, special populations, and employment. The City of Peoria is an active participant in this effort.

In 1998, MAG focused homeless planning efforts in the areas of housing and services for homeless victims of domestic violence. During the early part of the year thirty-nine people lost their lives in domestic violence incidents. This was a catalyst of a community-wide response and desire to prevent tragedies caused by the lack of shelter beds and supportive services for people who are homeless because of domestic abuse. MAG convened a Domestic Violence Subcommittee where over 150 people from throughout Maricopa County actively participated in four working groups:

Prevention/Early Intervention
Crisis/Transitional Response

long-term Response Systems Coordination and Evaluation

The City of Peoria was an active contributor to this effort. Members of the of the Subcommittee were from education, health care, police, fire, prosecutors, judges, social service agencies, advocates, state agencies, local governments, and victims. The work of the community resulted in utilizing Supportive Housing Program funds to increase domestic violence shelter beds by 271. The effort also produced a funding “challenge” between local governments and the private sector, which raised \$1.3 million to add an additional 290 beds for victims of domestic violence forced to flee their homes. This is in support of alternative resources which the City of Peoria is seeking for housing.

The Mayor of Peoria and top City officials work closely with the Maricopa Association of Governments to improve assistance that the City of Peoria can provides victims of domestic violence, to coordinate efforts with other local/state governments, and to provide additional funding to expand emergency and transitional housing beds available to victims of domestic violence.

Homeless Facilities and Services - Combining resources to expand housing opportunities

Prevention

The City of Phoenix Metro area Family Services Centers are the focal points in the provision of homeless prevention services. During Fiscal Year 1998-99, the five Family Services Centers distributed over \$2.48 million in emergency assistance payments to over 26,000 households.

Outreach

Outreach, assessment, and referral of homeless persons to appropriate agencies is initiated through the Community Network for Accessing Shelter (CONTACS), a county wide call center which was implemented in October 1999. CONTACS furnishes information about emergency, transitional, and permanent supportive housing bed availability for homeless people, including those who are victims of domestic violence who must flee their homes. CONTACS also seamlessly connects callers to appropriate shelter and housing opportunities.

Information about housing availability is obtained through on-line computer access to the CONTACS database located on a server at the non-profit coordinating agency, Community Information and Referral (CIR). Thirty-five agencies in the county have the ability to view the CONTACS bed availability information through their personal computers. Another 30 agencies provide information about their bed space to call center by telephone. A total of 65 agencies throughout Maricopa County are participating in this innovative program, which is the only one in the country to provide up-to-the- minute information about beds available for homeless people.

The CONTACS project is also an integral partner in the Valley of the Sun United Way’s coordination of an expanded hotel/motel program for victims of domestic violence with the

American Red Cross, American Express, Prehab of Arizona, and the domestic violence shelters in the county. When all domestic violence shelters are filled, CONTACS operators will directly connect a domestic violence victim to counselors at Prehab. The counselors will arrange safe, temporary housing through the American Red Cross hotel/motel program and ensure the victims access housing and services at a domestic violence shelter when beds become available.

CONTACS operators at the Information and Referral call center take calls 24 hours per day, seven days each week. The call center utilizes unique 1-800 and local telephone numbers which can be used by victims of domestic violence forced to flee their homes, homeless individuals and families, caseworkers, churches, general public, and local and state police, fire, and human services departments. Bilingual English and Spanish operators and TTY connections are available.

The CONTACS call center maintains current information about each shelter or housing provider, including agency/shelter site name, contact person, address (unless a domestic violence shelter), locational address, telephone/fax numbers, days and hours of intake, target group served, and programmatic eligibility. CONTACS calls are screened, utilizing the CONTACS computer program, for appropriate shelter/housing options. Based on demographic, programmatic, and location information collected from the caller, a CONTACS operator transfers each call to an appropriate shelter/housing provider that has bed availability.

During the period of November 20, 2000 through May 9, 2004, information from CONTACS indicates only about 44% of requests for emergency and current resources in the Continuum of Care are meeting transitional housing requests.

	Calls Received	Calls Connected	% Connected	Repeat Calls	% Repeat Calls
Homeless Family: Emergency Shelter	2,659	947	35.6%	455	17.1%
Homeless Single: Emergency Shelter	3,888	1,848	47.5%	562	14.5%
DV Family	492	162	32.9%	178	36.2%
DV Single	805	367	45.6%	267	33.6%
Homeless Family: Transitional	154	150	97.4%	34	22.1%

Homeless Single: Transitional	<u>122</u>	<u>117</u>	<u>95.9%</u>	<u>20</u>	<u>16.4%</u>
Total	8,120*	3,591	44.2%	1,516	18.7%

On-the-street outreach is provided by the Phoenix Local Alcohol Reception Center (LARC), East Valley Addiction Council (EVAC), ABS PATH, Maricopa County Homeless Health Outreach Team, The Salvation Army Project HOPE, Another Chance, Tumbleweed, Stand Up for Kids, HomeBase, Veterans Administration, churches, Interfaith Services, Faith House, Peoria CAP and the various police, parks, and fire departments throughout Maricopa County. In a collaborative effort to maximize resources and share expertise, these outreach teams meet bi-monthly to discuss common issues, share information, and develop resources. One current outcome is a brochure, which describes the focus of each outreach team, contact persons, and telephone numbers. The brochures are given to local government police, fire, and parks departments, businesses, and neighborhood groups to assist them in ensuring homeless people they encounter are brought in to housing and services. Another outcome is the development of a summer respite program that was implemented last summer. Outreach teams work with emergency shelters, the safe haven and service providers to provide water, hats, and a place to rest during the hot summer months.

Homeownership Program

The City continues to assess the desire and the capability of its public housing tenants for homeownership. The Housing Department works to direct qualified families who are considered low to moderate-income households to homeownership programs operated by non-profits identified as operating in the City of Peoria. Participants are required to attend a comprehensive home ownership training program coordinated by the non-profit and the Peoria Housing Department.

Resident Participation in Public Housing

The City supports public housing tenant councils. The tenant council overall goal is to improve the living conditions and general welfare of the residents in City-owned assisted housing. The goals of the resident councils are as follows:

1. Provide assisted housing residents with a format for expressing their concerns, problems, needs, or grievances. This helps develop solutions to problems and improves living conditions.
2. Encourage and support active tenant participation in the planning of remodeling and renovation activities at the sites, as well as the evaluation of the progress of the job.
3. Assist the City in the development of new or expanded programs, whether public or private, for the benefit of all public housing residents.

The City intends to maintain and expand these public housing and assisted housing programs provided funding for them continues. The need and the demand for these programs is under continuous re-evaluation and the City will seek other opportunities to expand activities, as they become available.

JURISDICTIONAL NEEDS ASSESSMENT TABLE

TABLE I
Needs of Specific Family Types in the Jurisdiction

	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	As the economy picks up, more families will have better choices in Housing. The public housing developments are now the best affordability choice for families in this income group.	Good supply of affordable, quality housing.	None determined.
Supply of Housing	Needs to be increased considerably over the next five years.	Must keep pace with growing elderly/disabled population over the next five years.	None determined
Quality of Housing	Existing units are a good quality.	Agency has recently renovated its only public housing complex for full accessibility.	None determined
Accessibility	Good supply.	See above.	None determined
Size - Three-bedroom or Larger	Very short supply in this affordability range.	Generally little or non-needed in this category.	The growing Hispanic population has the highest need for this size units, among the extremely low-incomes families.
Location of Housing	Most affordable units are in the southern half of the City. The agency operates a single public housing development in the downtown area of the City.	Located mostly in the southern half of the City. Public housing is in close proximity to key services for groceries, medication, transportation and churches.	None determined.

PUBLIC HOUSING WAITING LIST NEEDS ASSESSMENT

Table II
Needs of Specific Families on the Public Housing Waiting List

	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	The housing authority expects a continued demand for this category, unless significant changes are made in the direction of local economy.	Good supply of affordable, quality housing.	None determined.
Supply of Housing	Needs to be increased considerably over the next five years.	An adequate current supply but it must increase according to the growth in population.	None determined.
Quality of Housing	Existing units are good quality.	Agency has recently renovated its only public housing complex for full accessibility.	None determined.
Accessibility	Good supply.	See above.	None determined.
Size - Three-bedroom or Larger	Very short supply in this affordability range.	Not applicable.	The growing Hispanic population has the highest need for this size units, among the extremely low-incomes families.
Location of Housing	Most affordable units are in the southern half of the City. The agency operates a single public housing development in the downtown area of the City.	Located mostly in the southern half of the City. Public housing is in close proximity to key services for groceries, medication, transportation and churches.	None determined.

SECTION 8 WAITING LIST NEEDS ASSESSMENT

Table III
Needs of Specific Families on the Section 8 Waiting List

	EXTREMELY LOW INCOME	ELDERLY, DISABLED	RACIAL/ETHNIC GROUP
Affordability Issues	Landlords are not in excess and the program is concerned about downturns in available units as rents slowly rise and availability drops.	Good supply of affordable, quality housing.	None determined.
Supply of Housing	Needs to be increased considerably over the next five years.	An adequate current supply but it must increase according to the growth in population.	None determined.
Quality of Housing	Existing units are good quality.	Agency has recently renovated its only public housing complex for full accessibility.	None determined.
Accessibility	Good supply.	See above.	None determined.
Size - Three-bedroom or Larger	units are in short supply in affordable range.	Not applicable.	The growing Hispanic population has the highest need for this size units, among the extremely low-incomes families.
Location of Housing	Most affordable units are in the southern half of the City. The agency operates a single public housing development in the downtown area of the City.	Located mostly in the southern half of the City. Public housing is in close proximity to key services for groceries, medication, transportation and churches.	None determined.

ANALYSIS OF THE PUBLIC HOUSING WAITING LIST

Total number of families on the Waiting List 215

Bedroom Breakdown:

One Bedroom Applicants - 87
Two Bedroom Applicants - N/A
Three Bedroom Applicants - 115
Four Bedroom Applicants - 13
Five Bedroom Applicants - N/A
Six or more Bedroom Applicants - N/A

Income Distribution of Applicants:

Applicants between 50% and 80% of Median - 1
Applicants between 30% and 49.9% of Median - 4
Applicants at less than 30% of Median - 211

Number of Applicant Families Headed by an Elderly Person - 26

Number of Applicant Families with a Person with a Disability - 75

Racial/Ethnic Breakdown:

White (Non-Hispanic) - 94
Black (Non-Hispanic) - 43
American Indian/Native Alaskan - 8
Asian or Pacific Islander - 2
Hispanic - 68

Other

Average Length of Time to Receive Housing (in Months) -19

Waiting List Closed Date - OPEN

ANALYSIS OF THE SECTION 8 WAITING LIST

Total number of families on the Waiting List - 286

Bedroom Breakdown:

- One Bedroom Applicants - 69
- Two Bedroom Applicants - 126
- Three Bedroom Applicants - 72
- Four Bedroom Applicants - 17
- Five Bedroom Applicants - 1
- Six or more Bedroom Applicants - 1

Income Distribution of Applicants:

- Applicants between 50% and 80% of Median - 0
- Applicants between 30% and 49.9% of Median - 2
- Applicants at less than 30% of Median - 284

Number of Applicant Families Headed by an Elderly Person - 5

Number of Applicant Families with a Person with a Disability - 86

Racial/Ethnic Breakdown:

- White (Non-Hispanic) - 90
- Black (Non-Hispanic) - 93
- American Indian/Native Alaskan - 8
- Asian or Pacific Islander - 3
- Hispanic - 92
- Other

Average Length of Time to Receive Housing (in Months) - 25

Waiting List Closed Date 06/99

Flat Rent in Public Housing

- One Bedroom - 25
- Two Bedroom - N/A
- Three Bedroom - 25

Average Annual Length of Time to Receive Housing (in Months) - 19

HOUSEHOLDS CURRENTLY ON THE WAITING LIST FOR HOUSING ASSISTANCE - 4/2005

HOUSING TYPE	Studio/1 bdrm	2 bedroom	3 bedroom	4 bedroom	5bedroom	6 bedroom
Section 8 Rental Subsidies						
- Elderly/Disabled	56	19	14	3	0	0
- Families	13	107	58	14	1	1
Conventional Public Housing		N/A			N/A	N/A
- Elderly/Disabled	87		13	1		
- Families	0		102	12		

ATTACHMENT B

FINANCIAL RESOURCES

STATEMENT OF FINANCIAL RESOURCES	
1. Income/Receipts for Public Housing	
2. Rental Income	\$123,340
3. Investment Income	\$10,020
4. Entrepreneurial Activities	N/A
5. Donations	N/A
6. Leveraged Funds	N/A
7. Operating Fund Receipts	\$104,420
8. Current Capital Fund Receipts	\$119,800
9. Prior Year Capital Fund Receipts	\$119,730
10. Current Drug Elimination Program Receipts	N/A
11. Prior Year Drug Eliminations Receipts	N/A
12. Other Grant Receipts	N/A
Total Public Housing Income	\$477,310
13. Expenditures for Public Housing	
14. Capital Fund Expenditures	\$119,800
15. New Development Expenditures	N/A
16. Anti-Crime and Security Expenditures	N/A
17. Resident Services Expenditures	\$100
18. Program Administration Expenditures	\$74,140
19. Contributions to Reserve Account	\$2,672
Total Public Housing Expenditures	\$196,712

20. Income/Receipts for Tenant-Based Assistance	
21. Annual HAP Contribution Voucher -	\$180,357
21.a Certificate -	\$89,091
22. Administrative Reserve Interest Income - Voucher	\$935
22.a Certificate -	\$6,333
Total Tenant-Based Income	\$276,716
23. Expenditures for Tenant-Based Assistance	
24. HAP Payment to Owners - Vouchers	\$180,357
24. a Certificate	\$89,091
25. Program Administration Expenditures - Vouchers	\$19,032
25. a Certificate	\$34,129
26. Contributions to Administrative Reserve - Vouchers	\$21,882
26. a Certificate	\$18,137
Total Tenant-Based Expenditures	\$362,628
27. Public Housing Reserves	\$250,148
28. Tenant-Based Administrative Reserves - Vouchers	\$133,648
28 a Certificate	\$98,175

ATTACHMENT C

Policies on Eligibility, Selection and Admissions

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

THERE ARE FIVE ELIGIBILITY REQUIREMENTS FOR ADMISSION TO SECTION 8 -- QUALIFIES AS A FAMILY, HAS AN INCOME WITHIN THE INCOME LIMITS, MEETS CITIZENSHIP/ELIGIBLE IMMIGRANT CRITERIA, PROVIDES DOCUMENTATION OF SOCIAL SECURITY NUMBERS, AND SIGNS CONSENT AUTHORIZATION DOCUMENTS. IN ADDITION TO THE ELIGIBILITY CRITERIA, FAMILIES MUST ALSO MEET THE CITY OF PEORIA HOUSING AUTHORITY SCREENING CRITERIA IN ORDER TO BE ADMITTED TO THE SECTION 8 PROGRAM.

3.2 ELIGIBILITY CRITERIA

A. FAMILY STATUS.

1. A FAMILY WITH OR WITHOUT CHILDREN. SUCH A FAMILY IS DEFINED AS A GROUP OF PEOPLE RELATED BY BLOOD, MARRIAGE, ADOPTION OR AFFINITY THAT LIVES TOGETHER IN A STABLE FAMILY RELATIONSHIP.

A. CHILDREN TEMPORARILY ABSENT FROM THE HOME DUE TO PLACEMENT IN FOSTER CARE ARE CONSIDERED FAMILY MEMBERS.

- B. UNBORN CHILDREN AND CHILDREN IN THE PROCESS OF BEING ADOPTED ARE CONSIDERED FAMILY MEMBERS FOR PURPOSES OF DETERMINING BEDROOM SIZE, BUT ARE NOT CONSIDERED FAMILY MEMBERS FOR DETERMINING INCOME LIMIT.

2. AN ELDERLY FAMILY, WHICH IS:

- A. A FAMILY WHOSE HEAD, SPOUSE, OR SOLE MEMBER IS A PERSON WHO IS AT LEAST 62 YEARS OF AGE;
- B. TWO OR MORE PERSONS WHO ARE AT LEAST 62 YEARS OF AGE LIVING TOGETHER; OR
- C. ONE OR MORE PERSONS WHO ARE AT LEAST 62 YEARS OF AGE LIVING WITH ONE OR MORE LIVE-IN AIDES

3. A NEAR-ELDERLY FAMILY, WHICH IS:

- A. A FAMILY WHOSE HEAD, SPOUSE, OR SOLE MEMBER IS A PERSON WHO IS AT LEAST 50 YEARS OF AGE BUT BELOW THE AGE OF 62;
- B. TWO OR MORE PERSONS WHO ARE AT LEAST 50 YEARS OF AGE BUT BELOW THE AGE OF 62 LIVING TOGETHER; OR

- C. ONE OR MORE PERSONS WHO ARE AT LEAST 50 YEARS OF AGE BUT BELOW THE AGE OF 62 LIVING WITH ONE OR MORE LIVE-IN AIDES.
4. A DISABLED FAMILY, WHICH IS:
- A. A FAMILY WHOSE HEAD, SPOUSE, OR SOLE MEMBER IS A PERSON WITH DISABILITIES;
 - B. TWO OR MORE PERSONS WITH DISABILITIES LIVING TOGETHER; OR
 - C. ONE OR MORE PERSONS WITH DISABILITIES LIVING WITH ONE OR MORE LIVE-IN AIDES.
5. A DISPLACED FAMILY IS A FAMILY IN WHICH EACH MEMBER, OR WHOSE SOLE MEMBER, HAS BEEN DISPLACED BY GOVERNMENTAL ACTION, OR WHOSE DWELLING HAS BEEN EXTENSIVELY DAMAGED OR DESTROYED AS A RESULT OF A DISASTER DECLARED OR OTHERWISE FORMALLY RECOGNIZED PURSUANT TO FEDERAL DISASTER RELIEF LAWS.
6. A REMAINING MEMBER OF A TENANT FAMILY.
7. A SINGLE PERSON WHO IS NOT AN ELDERLY OR DISPLACED PERSON, OR A PERSON WITH DISABILITIES, OR THE REMAINING MEMBER OF A TENANT FAMILY.

B. INCOME ELIGIBILITY

1. TO BE ELIGIBLE TO RECEIVE ASSISTANCE, AT THE TIME THE FAMILY IS INTERVIEWED FOR ELIGIBILITY TO THE SECTION 8 PROGRAM, SHALL BE A LOW-INCOME FAMILY THAT IS:
- A. A VERY LOW-INCOME FAMILY;
 - B. A LOW-INCOME FAMILY CONTINUOUSLY ASSISTED UNDER THE 1937 HOUSING ACT;
 - C. A LOW-INCOME FAMILY THAT MEETS ADDITIONAL ELIGIBILITY CRITERIA SPECIFIED BY THE HOUSING AUTHORITY;
 - D. A LOW-INCOME FAMILY THAT IS A NON-PURCHASING TENANT IN A HOPE 1 OR HOPE 2 PROJECT OR A PROPERTY SUBJECT TO A RESIDENT HOMEOWNERSHIP PROGRAM UNDER 24 CFR 248.173;
 - E. A LOW-INCOME FAMILY OR MODERATE-INCOME FAMILY THAT IS DISPLACED AS A RESULT OF THE PREPAYMENT OF THE MORTGAGE OR VOLUNTARY TERMINATION OF AN INSURANCE CONTRACT ON ELIGIBLE LOW-INCOME HOUSING.
 - F. A LOW-INCOME FAMILY THAT QUALIFIES FOR VOUCHER ASSISTANCE AS A NON-PURCHASING FAMILY RESIDING IN A HOPE 1 (HOPE FOR PUBLIC HOUSING HOMEOWNERSHIP) OR HOPE 2 (HOPE FOR HOMEOWNERSHIP OF MULTIFAMILY UNITS) PROJECT.
2. INCOME LIMITS APPLY ONLY AT ADMISSION AND ARE NOT APPLICABLE FOR CONTINUED OCCUPANCY; HOWEVER, AS INCOME RISES THE ASSISTANCE WILL

DECREASE.

3. THE APPLICABLE INCOME LIMIT FOR ISSUANCE OF A VOUCHER IS THE HIGHEST INCOME LIMIT FOR THE FAMILY SIZE FOR AREAS WITHIN THE HOUSING AUTHORITY'S JURISDICTION. THE APPLICABLE INCOME LIMIT FOR ADMISSION TO THE PROGRAM IS THE INCOME LIMIT FOR THE AREA IN WHICH THE FAMILY IS INITIALLY ASSISTED IN THE PROGRAM. THE FAMILY MAY ONLY USE THE VOUCHER TO RENT A UNIT IN AN AREA WHERE THE FAMILY IS INCOME ELIGIBLE AT ADMISSION TO THE PROGRAM.
4. FAMILIES WHO ARE MOVING INTO THE CITY OF PEORIA HOUSING AUTHORITY'S JURISDICTION UNDER PORTABILITY AND HAVE THE STATUS OF APPLICANT RATHER THAN OF PARTICIPANT AT THEIR INITIAL HOUSING AUTHORITY, MUST MEET THE INCOME LIMIT FOR THE AREA WHERE THEY WERE INITIALLY ASSISTED UNDER THE PROGRAM.
5. FAMILIES WHO ARE MOVING INTO THE CITY OF PEORIA HOUSING AUTHORITY'S JURISDICTION UNDER PORTABILITY AND ARE ALREADY PROGRAM PARTICIPANTS AT THEIR INITIAL HOUSING AUTHORITY DO NOT HAVE TO MEET THE INCOME ELIGIBILITY REQUIREMENT FOR THE CITY OF PEORIA HOUSING AUTHORITY PROGRAM.
6. INCOME LIMIT RESTRICTIONS DO NOT APPLY TO FAMILIES TRANSFERRING UNITS WITHIN THE CITY OF PEORIA HOUSING AUTHORITY SECTION 8 PROGRAM.

C. CITIZENSHIP/ELIGIBLE IMMIGRANT STATUS

TO BE ELIGIBLE EACH MEMBER OF THE FAMILY MUST BE A CITIZEN, NATIONAL, OR A NON-CITIZEN WHO HAS ELIGIBLE IMMIGRATION STATUS UNDER ONE OF THE CATEGORIES SET FORTH IN SECTION 214 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1980 (SEE 42 U.S.C. 1436A(A)).

FAMILY ELIGIBILITY FOR ASSISTANCE.

1. A FAMILY SHALL NOT BE ELIGIBLE FOR ASSISTANCE UNLESS EVERY MEMBER OF THE FAMILY RESIDING IN THE UNIT IS DETERMINED TO HAVE ELIGIBLE STATUS, WITH THE EXCEPTION NOTED BELOW.
2. DESPITE THE INELIGIBILITY OF ONE OR MORE FAMILY MEMBERS, A MIXED FAMILY MAY BE ELIGIBLE FOR ONE OF THREE TYPES OF ASSISTANCE. (SEE SECTION 11.5(K) FOR CALCULATING RENTS UNDER THE NON-CITIZEN RULE).
3. A FAMILY WITHOUT ANY ELIGIBLE MEMBERS AND RECEIVING ASSISTANCE ON JUNE 19, 1995 MAY BE ELIGIBLE FOR TEMPORARY DEFERRAL OF TERMINATION OF ASSISTANCE.

D. SOCIAL SECURITY NUMBER DOCUMENTATION

TO BE ELIGIBLE, ALL FAMILY MEMBERS 6 YEARS OF AGE AND OLDER MUST PROVIDE A SOCIAL SECURITY NUMBER OR CERTIFY THAT THEY DO NOT HAVE ONE.

E. SIGNING CONSENT FORMS

1. IN ORDER TO BE ELIGIBLE EACH MEMBER OF THE FAMILY WHO IS AT LEAST 18 YEARS OF AGE, AND EACH FAMILY HEAD AND SPOUSE REGARDLESS OF AGE, SHALL SIGN ONE OR MORE CONSENT FORMS.

2. THE CONSENT FORM MUST CONTAIN, AT A MINIMUM, THE FOLLOWING:

- A. A PROVISION AUTHORIZING HUD AND THE CITY OF PEORIA HOUSING AUTHORITY TO OBTAIN FROM STATE WAGE INFORMATION COLLECTION AGENCIES (SWICAs) ANY INFORMATION OR MATERIALS NECESSARY TO COMPLETE OR VERIFY THE APPLICATION FOR PARTICIPATION OR FOR ELIGIBILITY FOR CONTINUED OCCUPANCY;**
- B. A PROVISION AUTHORIZING HUD OR THE CITY OF PEORIA HOUSING AUTHORITY TO VERIFY WITH PREVIOUS OR CURRENT EMPLOYERS INCOME INFORMATION PERTINENT TO THE FAMILY'S ELIGIBILITY FOR OR LEVEL OF ASSISTANCE;**
- C. A PROVISION AUTHORIZING HUD TO REQUEST INCOME INFORMATION FROM THE IRS AND THE SSA FOR THE SOLE PURPOSE OF VERIFYING INCOME INFORMATION PERTINENT TO THE FAMILY'S ELIGIBILITY OR LEVEL OF BENEFITS; AND**
- D. A STATEMENT THAT THE AUTHORIZATION TO RELEASE THE INFORMATION REQUESTED BY THE CONSENT FORM EXPIRES 15 MONTHS AFTER THE DATE THE CONSENT FORM IS SIGNED.**

F. SUITABILITY FOR TENANCY. THE CITY OF PEORIA HOUSING AUTHORITY DETERMINES ELIGIBILITY FOR PARTICIPATION AND WILL ALSO CONDUCT CRIMINAL BACKGROUND CHECKS ON ALL ADULT HOUSEHOLD MEMBERS, INCLUDING LIVE-IN AIDES. THE CITY OF PEORIA HOUSING AUTHORITY WILL DENY ASSISTANCE TO A FAMILY BECAUSE OF DRUG-RELATED CRIMINAL ACTIVITY OR VIOLENT CRIMINAL ACTIVITY BY FAMILY MEMBERS. THIS CHECK WILL BE MADE THROUGH STATE OR LOCAL LAW ENFORCEMENT OR COURT RECORDS IN THOSE CASES WHERE THE HOUSEHOLD MEMBER HAS LIVED IN THE LOCAL JURISDICTION FOR THE LAST THREE YEARS. IF THE INDIVIDUAL HAS LIVED OUTSIDE THE LOCAL AREA, THE CITY OF PEORIA HOUSING AUTHORITY MAY CONTACT LAW ENFORCEMENT AGENCIES WHERE THE INDIVIDUAL HAS LIVED OR REQUEST A CHECK THROUGH THE FBI'S NATIONAL CRIME INFORMATION CENTER (NCIC).

THE CITY OF PEORIA HOUSING AUTHORITY WILL CHECK WITH THE STATE SEX OFFENDER REGISTRATION PROGRAM AND WILL BAN FOR LIFE ANY INDIVIDUAL WHO IS REGISTERED AS A LIFETIME SEX OFFENDER.

ADDITIONAL SCREENING IS THE RESPONSIBILITY OF THE OWNER. UPON THE REQUEST OF A PROSPECTIVE OWNER, THE CITY OF PEORIA HOUSING AUTHORITY WILL PROVIDE ANY FACTUAL INFORMATION OR THIRD PARTY WRITTEN INFORMATION THEY HAVE RELEVANT TO A VOUCHER HOLDER'S HISTORY OF, OR ABILITY TO, COMPLY WITH MATERIAL STANDARD LEASE TERMS OR ANY HISTORY OF DRUG TRAFFICKING.

4.0 MANAGING THE WAITING LIST

4.1 *OPENING AND CLOSING THE WAITING LIST*

OPENING OF THE WAITING LIST WILL BE ANNOUNCED VIA PUBLIC NOTICE THAT APPLICATIONS FOR SECTION 8 WILL AGAIN BE ACCEPTED. THE PUBLIC NOTICE WILL STATE WHERE, WHEN, AND HOW TO APPLY. THE NOTICE WILL BE PUBLISHED IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION, AND ALSO BY ANY AVAILABLE MINORITY MEDIA. THE PUBLIC NOTICE WILL STATE ANY LIMITATIONS TO WHO MAY APPLY.

THE NOTICE WILL STATE THAT APPLICANTS ALREADY ON WAITING LISTS FOR OTHER HOUSING PROGRAMS MUST APPLY SEPARATELY FOR THIS PROGRAM, AND THAT SUCH APPLICANTS WILL NOT LOSE THEIR PLACE ON OTHER WAITING LISTS WHEN THEY APPLY FOR SECTION 8. THE NOTICE WILL INCLUDE THE FAIR HOUSING LOGO AND SLOGAN AND OTHERWISE BE IN COMPLIANCE WITH FAIR HOUSING REQUIREMENTS.

CLOSING OF THE WAITING LIST WILL BE ANNOUNCED VIA PUBLIC NOTICE. THE PUBLIC NOTICE WILL STATE THE DATE THE WAITING LIST WILL BE CLOSED. THE PUBLIC NOTICE WILL BE PUBLISHED IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION.

4.2 *TAKING APPLICATIONS*

FAMILIES WISHING TO APPLY FOR THE SECTION 8 PROGRAM WILL BE REQUIRED TO COMPLETE AN APPLICATION FOR HOUSING ASSISTANCE. ONCE THE CURRENT WAITING LIST IS DEPLETED, APPLICATIONS WILL BE ACCEPTED AT TO BE DETERMINED LOCATION AND DATE.

APPLICATIONS ARE TAKEN TO COMPILE A WAITING LIST. DUE TO THE DEMAND FOR SECTION 8 ASSISTANCE IN THE CITY OF PEORIA HOUSING AUTHORITY JURISDICTION, THE CITY OF PEORIA HOUSING AUTHORITY WILL TAKE APPLICATIONS ONLY ON THE SPECIFIED TIME AND DATE.

WHEN THE WAITING LIST IS OPEN, COMPLETED APPLICATIONS WILL BE ACCEPTED FROM ALL APPLICANTS. THE CITY OF PEORIA HOUSING AUTHORITY WILL LATER VERIFY THE INFORMATION IN THE APPLICATIONS RELEVANT TO THE APPLICANT'S ELIGIBILITY, ADMISSION, AND LEVEL OF BENEFIT.

THE COMPLETED APPLICATION WILL BE DATED AND TIME STAMPED WHEN RECEIVED BY THE CITY OF PEORIA HOUSING AUTHORITY.

PERSONS WITH DISABILITIES WHO REQUIRE A REASONABLE ACCOMMODATION IN COMPLETING AN APPLICATION MAY CALL THE CITY OF PEORIA HOUSING AUTHORITY TO MAKE SPECIAL ARRANGEMENTS TO COMPLETE THEIR APPLICATION.

THE APPLICATION PROCESS WILL INVOLVE TWO PHASES. THE FIRST PHASE IS THE INITIAL APPLICATION FOR HOUSING ASSISTANCE OR THE PRE-APPLICATION. THE PRE-APPLICATION REQUIRES THE FAMILY TO PROVIDE LIMITED BASIC INFORMATION INCLUDING NAME, ADDRESS, PHONE NUMBER, FAMILY COMPOSITION AND FAMILY UNIT SIZE, RACIAL OR ETHNIC DESIGNATION OF THE HEAD OF HOUSEHOLD, INCOME CATEGORY, AND INFORMATION ESTABLISHING ANY PREFERENCES TO WHICH THEY MAY BE ENTITLED. THIS FIRST PHASE RESULTS IN THE FAMILY'S PLACEMENT ON THE WAITING LIST.

UPON RECEIPT OF THE FAMILIES PRE-APPLICATION, THE CITY OF PEORIA HOUSING AUTHORITY WILL MAKE A PRELIMINARY DETERMINATION OF ELIGIBILITY. THE CITY OF PEORIA HOUSING AUTHORITY WILL NOTIFY THE FAMILY IN WRITING OF THE DATE AND TIME OF PLACEMENT ON THE WAITING LIST AND THE APPROXIMATE AMOUNT OF TIME BEFORE HOUSING ASSISTANCE MAY BE OFFERED. IF THE CITY OF PEORIA HOUSING AUTHORITY DETERMINES THE FAMILY TO BE INELIGIBLE, THE NOTICE WILL STATE THE REASONS THEREFORE AND OFFER THE FAMILY THE OPPORTUNITY OF AN INFORMAL REVIEW OF THIS DETERMINATION.

AN APPLICANT MAY AT ANY TIME REPORT CHANGES IN THEIR APPLICANT STATUS INCLUDING CHANGES IN FAMILY COMPOSITION, INCOME, OR PREFERENCE FACTORS. THE CITY OF PEORIA HOUSING AUTHORITY WILL ANNOTATE THE APPLICANT'S FILE AND WILL UPDATE THEIR PLACE ON THE WAITING LIST. CONFIRMATION OF THE CHANGES WILL BE CONFIRMED WITH THE FAMILY IN WRITING.

THE SECOND PHASE IS THE FINAL DETERMINATION OF ELIGIBILITY, REFERRED TO AS THE FULL APPLICATION. THE FULL APPLICATION TAKES PLACE WHEN THE FAMILY NEARS THE TOP OF THE WAITING LIST. THE CITY OF PEORIA HOUSING AUTHORITY WILL ENSURE THAT VERIFICATION OF

ALL PREFERENCES, ELIGIBILITY; SUITABILITY SELECTION FACTORS ARE CURRENT IN ORDER TO DETERMINE THE FAMILY'S FINAL ELIGIBILITY FOR ADMISSION INTO THE SECTION 8 PROGRAM.

4.3 ORGANIZATION OF THE WAITING LIST

THE WAITING LIST WILL BE MAINTAINED IN ACCORDANCE WITH THE FOLLOWING GUIDELINES:

- A. THE APPLICATION WILL BE A PERMANENT FILE;
- B. ALL APPLICATIONS WILL BE MAINTAINED IN ORDER OF PREFERENCE AND THEN IN ORDER OF DATE AND TIME OF APPLICATION;
- C. ANY CONTACT BETWEEN THE CITY OF PEORIA HOUSING AUTHORITY AND THE APPLICANT WILL BE DOCUMENTED IN THE APPLICANT FILE.

NOTE: THE WAITING LIST CANNOT BE MAINTAINED BY BEDROOM SIZE UNDER CURRENT HUD REGULATIONS.

4.4 FAMILIES NEARING THE TOP OF THE WAITING LIST

WHEN A FAMILY APPEARS TO BE CLOSE TO BEING OFFERED ASSISTANCE, THE FAMILY WILL BE INVITED TO AN INTERVIEW AND THE VERIFICATION PROCESS WILL BEGIN. IT IS AT THIS POINT IN TIME THAT THE FAMILY'S WAITING LIST PREFERENCE WILL BE VERIFIED. IF THE FAMILY NO LONGER QUALIFIES TO BE NEAR THE TOP OF THE LIST, THE FAMILY'S NAME WILL BE RETURNED TO THE APPROPRIATE SPOT ON THE WAITING LIST. THE CITY OF PEORIA HOUSING AUTHORITY MUST NOTIFY THE FAMILY IN WRITING OF THIS DETERMINATION, AND GIVE THE FAMILY THE OPPORTUNITY FOR AN INFORMAL REVIEW.

ONCE THE PREFERENCE HAS BEEN VERIFIED THE FAMILY WILL COMPLETE A FULL APPLICATION, PRESENT SOCIAL SECURITY NUMBER INFORMATION, CITIZENSHIP/ELIGIBLE IMMIGRANT INFORMATION, AND SIGN THE CONSENT FOR RELEASE OF INFORMATION FORMS.

4.5 MISSED APPOINTMENTS

ALL APPLICANTS WHO FAIL TO KEEP A SCHEDULED APPOINTMENT IN ACCORDANCE WITH THE PARAGRAPH BELOW WILL BE SENT A NOTICE OF DENIAL.

THE CITY OF PEORIA HOUSING AUTHORITY WILL ALLOW THE FAMILY TO RESCHEDULE APPOINTMENTS FOR GOOD CAUSE. GENERALLY, NO MORE THAN ONE OPPORTUNITY WILL BE GIVEN TO RESCHEDULE WITHOUT GOOD CAUSE, AND NO MORE THAN TWO OPPORTUNITIES FOR GOOD CAUSE. WHEN A GOOD CAUSE EXISTS, THE CITY OF PEORIA HOUSING AUTHORITY WILL WORK CLOSELY WITH THE FAMILY TO FIND A MORE SUITABLE TIME. APPLICANTS WILL BE OFFERED THE RIGHT TO AN INFORMAL REVIEW BEFORE BEING REMOVED FROM THE WAITING LIST.

4.6 PURGING THE WAITING LIST

THE CITY OF PEORIA HOUSING AUTHORITY WILL UPDATE AND PURGE ITS WAITING LIST AT LEAST QUARTERLY (EVERY 120 DAYS) TO ENSURE THAT THE POOL OF APPLICANTS REASONABLY REPRESENTS INTERESTED FAMILIES. PURGING ALSO ENABLES THE HOUSING AUTHORITY TO UPDATE THE INFORMATION REGARDING ADDRESS, FAMILY COMPOSITION, INCOME CATEGORY AND PREFERENCES.

4.7 REMOVAL OF APPLICANTS FROM THE WAITING LIST

THE CITY OF PEORIA HOUSING AUTHORITY WILL NOT REMOVE AN APPLICANT'S NAME FROM THE WAITING LIST UNLESS:

- A. THE APPLICANT REQUESTS THAT THE NAME BE REMOVED;**
- B. THE APPLICANT FAILS TO RESPOND TO A WRITTEN REQUEST FOR INFORMATION OR A REQUEST TO DECLARE THEIR CONTINUED INTEREST IN THE PROGRAM OR MISSES SCHEDULED APPOINTMENTS; OR**
- C. THE APPLICANT DOES NOT MEET EITHER THE ELIGIBILITY OR SCREENING CRITERIA FOR THE PROGRAM.**

4.8 GROUNDS FOR DENIAL

THE CITY OF PEORIA HOUSING AUTHORITY WILL DENY ASSISTANCE TO APPLICANTS WHO:

- A. DO NOT MEET ANY ONE OR MORE OF THE ELIGIBILITY CRITERIA;**
- B. DO NOT SUPPLY INFORMATION OR DOCUMENTATION REQUIRED BY THE APPLICATION PROCESS;**
- C. FAIL TO RESPOND TO A WRITTEN REQUEST FOR INFORMATION OR A REQUEST TO DECLARE THEIR CONTINUED INTEREST IN THE PROGRAM;**
- D. FAIL TO COMPLETE ANY ASPECT OF THE APPLICATION OR LEASE-UP PROCESS;**
- E. HAVE A HISTORY OF CRIMINAL ACTIVITY BY ANY HOUSEHOLD MEMBER INVOLVING CRIMES OF PHYSICAL VIOLENCE AGAINST PERSONS OR PROPERTY, AND ANY OTHER CRIMINAL ACTIVITY INCLUDING DRUG-RELATED CRIMINAL ACTIVITY THAT WOULD ADVERSELY AFFECT THE HEALTH, SAFETY, OR WELL BEING OF OTHER TENANTS OR STAFF, OR CAUSE DAMAGE TO THE PROPERTY.**
- F. CURRENTLY OWES RENT OR OTHER AMOUNTS TO ANY HOUSING AUTHORITY IN CONNECTION WITH THE PUBLIC HOUSING OR SECTION 8 PROGRAMS.**
- G. HAVE COMMITTED FRAUD, BRIBERY, OR ANY OTHER CORRUPTION IN CONNECTION WITH ANY FEDERAL HOUSING ASSISTANCE PROGRAM, INCLUDING THE INTENTIONAL MISREPRESENTATION OF INFORMATION RELATED TO THEIR HOUSING APPLICATION OR BENEFITS DERIVED THERE FROM;**
- H. HAVE A FAMILY MEMBER WHO WAS EVICTED FROM PUBLIC HOUSING WITHIN THE LAST THREE YEARS;**
- I. HAVE A FAMILY MEMBER WHO WAS EVICTED FROM ASSISTED HOUSING WITHIN FIVE YEARS OF THE PROJECTED DATE OF ADMISSION BECAUSE OF DRUG-RELATED CRIMINAL ACTIVITY INVOLVING THE ILLEGAL MANUFACTURE, SALE, DISTRIBUTION, OR POSSESSION WITH THE INTENT TO MANUFACTURE, SELL, DISTRIBUTE A CONTROLLED SUBSTANCE AS DEFINED IN SECTION 102 OF THE CONTROLLED SUBSTANCES ACT, 21 U.S.C. 802;**
- J. HAVE A FAMILY MEMBER WHO IS ILLEGALLY USING A CONTROLLED SUBSTANCE OR ABUSES ALCOHOL IN A WAY THAT MAY INTERFERE WITH THE HEALTH, SAFETY, OR RIGHT TO PEACEFUL**

ENJOYMENT OF THE PREMISES BY OTHER RESIDENTS. THE CITY OF PEORIA HOUSING AUTHORITY MAY WAIVE THIS REQUIREMENT IF:

- 1. THE PERSON DEMONSTRATES TO THE CITY OF PEORIA HOUSING AUTHORITY'S SATISFACTION THAT THE PERSON IS NO LONGER ENGAGING IN DRUG-RELATED CRIMINAL ACTIVITY OR ABUSE OF ALCOHOL;**
 - 2. THE PERSON HAS SUCCESSFULLY COMPLETED A SUPERVISED DRUG OR ALCOHOL REHABILITATION PROGRAM;**
 - 3. THE PERSON HAS OTHERWISE BEEN REHABILITATED SUCCESSFULLY; OR**
 - 4. THE PERSON IS PARTICIPATING IN A SUPERVISED DRUG OR ALCOHOL REHABILITATION PROGRAM.**
- K. HAVE ENGAGED IN OR THREATENED ABUSIVE OR VIOLENT BEHAVIOR TOWARDS ANY CITY OF PEORIA HOUSING STAFF OR CLIENTS;**
- L. HAVE A FAMILY HOUSEHOLD MEMBER WHO HAS BEEN TERMINATED UNDER THE CERTIFICATE OR VOUCHER PROGRAM DURING THE LAST THREE YEARS;**
- M. HAVE A FAMILY MEMBER WHO HAS BEEN CONVICTED OF MANUFACTURING OR PRODUCING METHAMPHETAMINE (SPEED) (DENIED FOR LIFE);**
- N. HAVE A FAMILY MEMBER WITH A LIFETIME REGISTRATION UNDER A STATE SEX OFFENDER REGISTRATION PROGRAM (DENIED FOR LIFE).**

4.9 NOTIFICATION OF NEGATIVE ACTIONS

ANY APPLICANT WHOSE NAME IS BEING REMOVED FROM THE WAITING LIST WILL BE NOTIFIED BY THE CITY OF PEORIA 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 CITY OF PEORIA HOUSING AUTHORITY'S SYSTEM OF REMOVING APPLICANTS' NAMES FROM THE WAITING LIST WILL NOT VIOLATE THE RIGHTS OF PERSONS WITH DISABILITIES. IF AN APPLICANT'S FAILURE TO RESPOND TO A REQUEST FOR INFORMATION OR UPDATES WAS CAUSED BY THE APPLICANT'S DISABILITY, THE CITY OF PEORIA HOUSING AUTHORITY WILL PROVIDE A REASONABLE ACCOMMODATION. IF THE APPLICANT INDICATES THAT THEY DID NOT RESPOND DUE TO A DISABILITY, THE CITY OF PEORIA HOUSING AUTHORITY WILL VERIFY THAT THERE IS IN FACT A DISABILITY AND THAT THE ACCOMMODATION THEY ARE REQUESTING IS NECESSARY BASED ON THE DISABILITY. AN EXAMPLE OF A REASONABLE ACCOMMODATION WOULD BE TO REINSTATE THE APPLICANT ON THE WAITING LIST BASED ON THE DATE AND TIME OF THE ORIGINAL APPLICATION.

4.10 *INFORMAL REVIEW*

IF THE CITY OF PEORIA HOUSING AUTHORITY DETERMINES THAT AN APPLICANT DOES NOT MEET THE CRITERIA FOR RECEIVING SECTION 8 ASSISTANCE, THE CITY OF PEORIA 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 CITY OF PEORIA HOUSING AUTHORITY WILL DESCRIBE HOW TO OBTAIN THE INFORMAL REVIEW. THE INFORMAL REVIEW PROCESS IS DESCRIBED IN SECTION 16.2 OF THIS PLAN.

ATTACHMENT D

Rent Determination Policies

10.0 VERIFICATION

THE CITY OF PEORIA 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 CPHALL ALSO BE REVIEWED AND VERIFIED. INCOME, ASSETS, AND EXPENSES WILL BE VERIFIED, AS WELL AS DISABILITY STATUS, NEED FOR A LIVE-IN AIDE AND OTHER REASONABLE ACCOMMODATIONS, FULL TIME STUDENT STATUS OF FAMILY MEMBERS 18 YEARS OF AGE AND OLDER, SOCIAL SECURITY NUMBERS, CITIZENSHIP/ELIGIBLE NON-CITIZEN STATUS. AGE AND RELATIONSHIP WILL ONLY BE VERIFIED IN THOSE INSTANCES WHERE NEEDED TO MAKE A DETERMINATION OF LEVEL OF ASSISTANCE.

10.1 *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 AND RECEIVED DIRECTLY FROM A SOURCE, NOT PASSED THROUGH THE HANDS OF THE FAMILY). THIS VERIFICATION MAY ALSO BE DIRECT CONTACT WITH THE SOURCE, IN PERSON OR BY TELEPHONE. IT MAY ALSO BE A REPORT GENERATED BY A REQUEST FROM THE CITY OF PEORIA HOUSING AUTHORITY OR AUTOMATICALLY BY ANOTHER GOVERNMENT AUTHORITY, I.E. THE SOCIAL SECURITY ADMINISTRATION. VERIFICATION FORMS AND REPORTS RECEIVED WILL BE CONTAINED IN THE APPLICANT/TENANT FILE. ORAL THIRD PARTY DOCUMENTATION WILL INCLUDE THE SAME INFORMATION AS IF THE DOCUMENTATION HAD BEEN WRITTEN, I.E. NAME DATE OF CONTACT, AMOUNT RECEIVED, ETC.

WHEN THIRD PARTY VERIFICATION CANNOT BE OBTAINED, CITY OF PEORIA HOUSING AUTHORITY WILL ACCEPT DOCUMENTATION RECEIVED FROM THE APPLICANT/PARTICIPANT. HAND-CARRIED DOCUMENTATION WILL BE ACCEPTED IF THE CITY OF PEORIA HOUSING AUTHORITY HAS BEEN UNABLE TO OBTAIN THIRD PARTY VERIFICATION. PHOTOCOPIES OF THE DOCUMENTS PROVIDED BY THE FAMILY WILL BE MAINTAINED IN THE FILE.

WHEN NEITHER THIRD PARTY VERIFICATION NOR HAND-CARRIED VERIFICATION CAN BE OBTAINED, THE CITY OF PEORIA HOUSING AUTHORITY WILL ACCEPT A NOTARIZED STATEMENT SIGNED BY THE HEAD, SPOUSE OR CO-HEAD. SUCH DOCUMENTS WILL BE MAINTAINED IN THE FILE.

10.2 *TYPES OF VERIFICATION*

THE CHART BELOW OUTLINES THE FACTORS THAT MAY BE VERIFIED AND GIVES COMMON EXAMPLES OF THE VERIFICATION THAT WILL BE SOUGHT. TO OBTAIN WRITTEN THIRD PARTY VERIFICATION, THE CITY OF PEORIA HOUSING AUTHORITY WILL SEND A REQUEST FORM TO THE SOURCE ALONG WITH A RELEASE FORM SIGNED BY THE APPLICANT/PARTICIPANT VIA FIRST CLASS MAIL.

VERIFICATION REQUIREMENTS FOR INDIVIDUAL ITEMS		
ITEM TO BE VERIFIED	3RD 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
MEDICAL EXPENSES	LETTERS FROM PROVIDERS, PRESCRIPTION RECORD FROM PHARMACY, MEDICAL PROFESSIONAL'S LETTER STATING ASSISTANCE OR A COMPANION ANIMAL IS NEEDED	BILLS, RECEIPTS, RECORDS OF PAYMENT, DATES OF TRIPS, MILEAGE LOG, RECEIPTS FOR FARES AND TOLLS
VALUE OF AND INCOME FROM ASSETS		
SAVINGS, CHECKING ACCOUNTS	LETTER FROM INSTITUTION	PASSBOOK, MOST CURRENT STATEMENTS
CDS, BONDS, ETC	LETTER FROM INSTITUTION	TAX RETURN, INFORMATION BROCHURE FROM INSTITUTION, THE CD, THE BOND
STOCKS	LETTER FROM BROKER OR HOLDING COMPANY	STOCK OR MOST CURRENT STATEMENT, PRICE IN NEWSPAPER OR THROUGH INTERNET
REAL PROPERTY	LETTER FROM TAX OFFICE, ASSESSMENT, ETC.	PROPERTY TAX STATEMENT (FOR CURRENT VALUE), ASSESSMENT, RECORDS OR INCOME AND EXPENSES, TAX RETURN
PERSONAL PROPERTY	ASSESSMENT, BLUEBOOK, ETC	RECEIPT FOR PURCHASE, OTHER EVIDENCE OF WORTH
CASH VALUE OF LIFE INSURANCE POLICIES	LETTER FROM INSURANCE COMPANY	CURRENT STATEMENT

VERIFICATION REQUIREMENTS FOR INDIVIDUAL ITEMS		
ITEM TO BE VERIFIED	3RD PARTY VERIFICATION	HAND-CARRIED VERIFICATION
ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE	N/A	ORIGINAL RECEIPT AND RECEIPT AT DISPOSITION, OTHER EVIDENCE OF WORTH

VERIFICATION REQUIREMENTS FOR INDIVIDUAL ITEMS		
ITEM TO BE VERIFIED	3RD PARTY VERIFICATION	HAND-CARRIED VERIFICATION
INCOME		
EARNED INCOME	LETTER FROM EMPLOYER	MULTIPLE PAY STUBS
SELF-EMPLOYED	N/A	TAX RETURN FROM PRIOR YEAR, BOOKS OF ACCOUNTS
REGULAR GIFTS AND CONTRIBUTIONS	LETTER FROM SOURCE, LETTER FROM ORGANIZATION RECEIVING GIFT (I.E., IF GRANDMOTHER PAYS DAY CARE PROVIDER, THE DAY CARE PROVIDER COULD SO STATE)	BANK DEPOSITS, OTHER SIMILAR EVIDENCE
ALIMONY/CHILD SUPPORT	COURT ORDER, LETTER FROM SOURCE, LETTER FROM HUMAN SERVICES	RECORD OF DEPOSITS, DIVORCE DECREE
PERIODIC PAYMENTS (I.E., SOCIAL SECURITY, WELFARE, PENSIONS, WORKERS' COMP, UNEMPLOYMENT)	LETTER OR ELECTRONIC REPORTS FROM THE SOURCE	AWARD LETTER, LETTER ANNOUNCING CHANGE IN AMOUNT OF FUTURE PAYMENTS
TRAINING PROGRAM PARTICIPATION	LETTER FROM PROGRAM PROVIDER INDICATING - WHETHER ENROLLED - WHETHER TRAINING IS HUD-FUNDED - WHETHER STATE OR LOCAL PROGRAM - WHETHER IT IS EMPLOYMENT TRAINING - WHETHER PAYMENTS ARE FOR OUT- OF- POCKET EXPENSES INCURRED IN ORDER TO PARTICIPATE IN A PROGRAM	N/A

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

THE CITIZENSHIP/ ELIGIBLE NONCITIZEN STATUS OF EACH FAMILY MEMBER REGARDLESS OF AGE MUST BE DETERMINED.

PRIOR TO BEING ADMITTED, OR AT THE FIRST REEXAMINATION, ALL CITIZENS AND NATIONALS WILL BE REQUIRED TO SIGN A DECLARATION UNDER PENALTY OF PERJURY. (THEY WILL BE REQUIRED TO SHOW PROOF OF THEIR STATUS BY SUCH MEANS AS SOCIAL SECURITY CARD, BIRTH CERTIFICATE, MILITARY ID OR MILITARY DD 214 FORM.)

PRIOR TO BEING ADMITTED OR AT THE FIRST REEXAMINATION, ALL ELIGIBLE NON-CITIZENS WHO ARE 62 YEARS OF AGE OR OLDER WILL BE REQUIRED TO SIGN A DECLARATION UNDER PENALTY OF PERJURY. THEY WILL ALSO BE REQUIRED TO SHOW PROOF OF AGE.

PRIOR TO BEING ADMITTED OR AT THE FIRST REEXAMINATION, ALL ELIGIBLE NON-CITIZENS MUST SIGN A DECLARATION OF THEIR STATUS AND A VERIFICATION CONSENT FORM AND PROVIDE THEIR ORIGINAL INS DOCUMENTATION. THE CITY OF PEORIA HOUSING AUTHORITY WILL MAKE A COPY OF THE INDIVIDUAL'S INS DOCUMENTATION AND PLACE THE COPY IN THE FILE. THE CITY OF PEORIA

HOUSING AUTHORITY ALSO WILL VERIFY THEIR STATUS THROUGH THE INS SAVE SYSTEM. IF THE INS SAVE SYSTEM CANNOT CONFIRM ELIGIBILITY, THE CITY OF PEORIA HOUSING AUTHORITY WILL MAIL INFORMATION TO THE INS SO A MANUAL CHECK CAN BE MADE OF INS RECORDS.

FAMILY MEMBERS WHO DO NOT CLAIM TO BE CITIZENS, NATIONALS OR ELIGIBLE NONCITIZENS, OR WHOSE STATUS CANNOT BE CONFIRMED, MUST BE LISTED ON A STATEMENT OF NON-ELIGIBLE MEMBERS AND THE LIST MUST BE SIGNED BY THE HEAD OF THE HOUSEHOLD.

NONCITIZEN STUDENTS ON STUDENT VISAS, THOUGH IN THE COUNTRY LEGALLY, ARE NOT ELIGIBLE TO BE ADMITTED TO THE SECTION 8 PROGRAM.

ANY FAMILY MEMBER WHO DOES NOT CHOOSE TO DECLARE THEIR STATUS MUST BE LISTED ON THE STATEMENT OF NON-ELIGIBLE MEMBERS.

IF NO FAMILY MEMBER IS DETERMINED TO BE ELIGIBLE UNDER THIS SECTION, THE FAMILY'S ADMISSION WILL BE DENIED.

THE FAMILY'S ASSISTANCE WILL NOT BE DENIED, DELAYED, REDUCED OR TERMINATED BECAUSE OF A DELAY IN THE PROCESS OF DETERMINING ELIGIBLE STATUS UNDER THIS SECTION, EXCEPT TO THE EXTENT THAT THE DELAY IS CAUSED BY THE FAMILY.

IF THE CITY OF PEORIA 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 SECTION 8 UNIT, THE FAMILY'S ASSISTANCE WILL BE TERMINATED. SUCH FAMILY WILL NOT BE ELIGIBLE TO BE READMITTED TO SECTION 8 FOR A PERIOD OF 24 MONTHS FROM THE DATE OF TERMINATION.

10.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

PRIOR TO ADMISSION, EACH FAMILY MEMBER WHO HAS A SOCIAL SECURITY NUMBER AND WHO IS AT LEAST SIX YEARS OF AGE MUST PROVIDE VERIFICATION OF HIS OR HER SOCIAL SECURITY NUMBER. NEW FAMILY MEMBERS AT LEAST SIX YEARS OF AGE MUST PROVIDE THIS VERIFICATION PRIOR TO BEING ADDED TO THE LEASE. CHILDREN IN ASSISTED HOUSEHOLDS MUST PROVIDE THIS VERIFICATION AT THE FIRST REGULAR REEXAMINATION AFTER TURNING SIX.

THE BEST VERIFICATION OF THE SOCIAL SECURITY NUMBER IS THE ORIGINAL SOCIAL SECURITY CARD. IF THE CARD IS NOT AVAILABLE, THE CITY OF PEORIA HOUSING AUTHORITY WILL ACCEPT LETTERS FROM SOCIAL SECURITY THAT ESTABLISH AND STATE THE NUMBER. DOCUMENTATION FROM OTHER GOVERNMENTAL AGENCIES WILL ALSO BE ACCEPTED THAT ESTABLISH AND STATE THE NUMBER. DRIVER'S LICENSE, MILITARY ID, PASSPORTS, OR OTHER OFFICIAL DOCUMENTS THAT ESTABLISH AND STATE THE NUMBER ARE ALSO ACCEPTABLE.

IF AN INDIVIDUAL STATES THAT THEY DO NOT HAVE A SOCIAL SECURITY NUMBER THEY WILL BE REQUIRED TO SIGN A STATEMENT TO THIS EFFECT. THE CITY OF PEORIA HOUSING AUTHORITY WILL NOT REQUIRE ANY INDIVIDUAL WHO DOES NOT HAVE A SOCIAL SECURITY NUMBER TO OBTAIN A SOCIAL SECURITY NUMBER.

IF A MEMBER OF AN APPLICANT FAMILY INDICATES THEY HAVE A SOCIAL SECURITY NUMBER, BUT CANNOT READILY VERIFY IT, THE FAMILY CANNOT BE ASSISTED UNTIL VERIFICATION IS PROVIDED.

IF A MEMBER OF A TENANT FAMILY INDICATES THEY HAVE A SOCIAL SECURITY NUMBER, BUT CANNOT READILY VERIFY IT, THEY SHALL BE ASKED TO CERTIFY TO THIS FACT AND SHALL UP TO 60 DAYS TO PROVIDE THE VERIFICATION. IF THE INDIVIDUAL IS AT LEAST 62 YEARS OF AGE, THEY WILL BE GIVEN 120 DAYS TO PROVIDE THE VERIFICATION. IF THE INDIVIDUAL FAILS TO PROVIDE THE VERIFICATION

WITHIN THE TIME ALLOWED, THE FAMILY WILL BE DENIED ASSISTANCE OR WILL HAVE THEIR ASSISTANCE TERMINATED.

10.5 ***TIMING OF VERIFICATION***

VERIFICATION MUST BE DATED WITHIN **90** DAYS OF CERTIFICATION OR REEXAMINATION. IF THE VERIFICATION IS OLDER THAN THIS, THE SOURCE WILL BE CONTACTED AND ASKED TO PROVIDE INFORMATION REGARDING ANY CHANGES.

WHEN AN INTERIM REEXAMINATION IS CONDUCTED, THE HOUSING AUTHORITY WILL VERIFY AND UPDATE ONLY THOSE ELEMENTS REPORTED TO HAVE CHANGED.

10.6 ***FREQUENCY OF OBTAINING VERIFICATION***

FOR EACH FAMILY MEMBER, CITIZENSHIP/ELIGIBLE NON-CITIZEN STATUS WILL BE VERIFIED ONLY ONCE. THIS VERIFICATION WILL BE OBTAINED PRIOR TO ADMISSION. IF THE STATUS OF ANY FAMILY MEMBER WAS NOT DETERMINED PRIOR TO ADMISSION, VERIFICATION OF THEIR STATUS WILL BE OBTAINED AT THE NEXT REGULAR REEXAMINATION. PRIOR TO A NEW MEMBER JOINING THE FAMILY, THEIR STATUS WILL BE VERIFIED.

FOR EACH FAMILY MEMBER AGE **6** AND ABOVE, VERIFICATION OF SOCIAL SECURITY NUMBER WILL BE OBTAINED ONLY ONCE. THIS VERIFICATION WILL BE ACCOMPLISHED PRIOR TO ADMISSION. WHEN A FAMILY MEMBER WHO DID NOT HAVE A SOCIAL SECURITY NUMBER AT ADMISSION RECEIVES A SOCIAL SECURITY NUMBER, THAT NUMBER WILL BE VERIFIED AT THE NEXT REGULAR REEXAMINATION. LIKEWISE, WHEN A CHILD TURNS SIX, THEIR VERIFICATION WILL BE OBTAINED AT THE NEXT REGULAR REEXAMINATION.

11.0 **RENT AND HOUSING ASSISTANCE PAYMENT**

11.1 ***GENERAL***

AFTER AUGUST 12, 1999, THE CITY OF PEORIA HOUSING AUTHORITY WILL ISSUE ONLY VOUCHERS TO APPLICANTS, MOVERS, AND FAMILIES ENTERING THE JURISDICTION THROUGH PORTABILITY. CERTIFICATES CURRENTLY HELD WILL CONTINUE TO BE HONORED UNTIL THE TRANSITION OF THE MERGER OF THE SECTION 8 CERTIFICATE AND VOUCHER PROGRAMS AS OUTLINED IN 24 CFR 982.502 IS COMPLETE (SEE SECTION 21.0 FOR ADDITIONAL GUIDANCE).

11.2 ***RENT REASONABLENESS***

THE HOUSING AUTHORITY WILL NOT APPROVE AN INITIAL RENT OR A RENT INCREASE IN ANY OF THE TENANT-BASED PROGRAMS WITHOUT DETERMINING THAT THE RENT AMOUNT IS REASONABLE. REASONABLENESS IS DETERMINED PRIOR TO THE INITIAL LEASE AND AT THE FOLLOWING TIMES:

- A. **BEFORE ANY INCREASE IN RENT TO OWNER IS APPROVED;**
- B. **IF 60 DAYS BEFORE THE CONTRACT ANNIVERSARY DATE THERE IS A 5% DECREASE IN THE PUBLISHED FMR AS COMPARED TO THE PREVIOUS FMR; AND**
- C. **IF THE HOUSING AUTHORITY OR HUD DIRECTS THAT REASONABLENESS BE RE-DETERMINED.**

11.3 *COMPARABILITY*

IN MAKING A RENT REASONABLENESS DETERMINATION, THE HOUSING AUTHORITY WILL COMPARE THE RENT FOR THE UNIT TO THE RENT OF COMPARABLE UNITS IN THE SAME OR COMPARABLE NEIGHBORHOODS. THE HOUSING AUTHORITY WILL CONSIDER THE LOCATION, QUALITY, SIZE, NUMBER OF BEDROOMS, AGE, AMENITIES, HOUSING SERVICES, MAINTENANCE AND UTILITIES OF THE UNIT AND THE COMPARABLE UNITS.

THE HOUSING AUTHORITY WILL MAINTAIN CURRENT SURVEY INFORMATION ON RENTAL UNITS IN THE JURISDICTION. THE HOUSING AUTHORITY WILL ALSO OBTAIN FROM LANDLORD ASSOCIATIONS AND MANAGEMENT FIRMS THE VALUE OF THE ARRAY OF AMENITIES.

THE HOUSING AUTHORITY WILL ESTABLISH MINIMUM BASE RENT AMOUNTS FOR EACH UNIT TYPE AND BEDROOM SIZE. TO THE BASE THE HOUSING AUTHORITY WILL BE ABLE TO ADD OR SUBTRACT THE DOLLAR VALUE FOR EACH CHARACTERISTIC AND AMENITY OF A PROPOSED UNIT.

OWNERS ARE INVITED TO SUBMIT INFORMATION TO THE SURVEY AT ANY TIME. OWNERS MAY REVIEW THE DETERMINATION MADE ON THEIR UNIT AND MAY SUBMIT ADDITIONAL INFORMATION OR MAKE IMPROVEMENTS TO THE UNIT THAT WILL ENABLE THE HOUSING AUTHORITY TO ESTABLISH A HIGHER VALUE.

THE OWNER MUST CERTIFY THE RENTS CHARGED FOR OTHER UNITS. BY ACCEPTING THE HOUSING ASSISTANCE PAYMENT EACH MONTH THE OWNER IS CERTIFYING THAT THE RENT TO OWNER IS NOT MORE THAN THE RENT CHARGED BY THE OWNER FOR COMPARABLE UNASSISTED UNITS IN THE PREMISES.

11.4 *MAXIMUM SUBSIDY*

THE EXCEPTION PAYMENT STANDARD RENT (REQUESTED BY THE CITY OF PEORIA HOUSING AUTHORITY AND APPROVED BY HUD) DETERMINES THE MAXIMUM SUBSIDY FOR A FAMILY.

FOR THE VOUCHER PROGRAM, THE MAXIMUM PAYMENT STANDARD WILL BE 110% OF THE FMR WITHOUT PRIOR APPROVAL FROM HUD, OR THE EXCEPTION PAYMENT STANDARD APPROVED BY HUD.

FOR A VOUCHER TENANCY IN AN INSURED OR NONINSURED 236 PROJECT, A 515 PROJECT OF THE RURAL DEVELOPMENT ADMINISTRATION, OR A SECTION 221(D)(3) BELOW MARKET INTEREST RATE PROJECT THE PAYMENT STANDARD MAY NOT EXCEED THE BASIC RENT CHARGED INCLUDING THE COST OF TENANT-PAID UTILITIES.

FOR MANUFACTURED HOME SPACE RENTAL, THE MAXIMUM SUBSIDY UNDER ANY FORM OF ASSISTANCE IS THE FAIR MARKET RENT FOR THE SPACE AS OUTLINED IN 24 CFR 982.888.

11.4.1 SETTING THE PAYMENT STANDARD

HUD REQUIRES THAT THE PAYMENT STANDARD BE SET BY THE HOUSING AUTHORITY AT BETWEEN 90 AND 110% OF THE FMR. THE CITY OF PEORIA HOUSING AUTHORITY WILL REVIEW ITS DETERMINATION OF THE PAYMENT STANDARD ANNUALLY AFTER PUBLICATION OF THE FMRs. THE CITY OF PEORIA HOUSING AUTHORITY WILL CONSIDER VACANCY RATES AND RENTS IN THE MARKET AREA, SIZE AND QUALITY OF UNITS LEASED UNDER THE PROGRAM, RENTS FOR UNITS LEASED UNDER THE PROGRAM, SUCCESS RATES OF VOUCHER HOLDERS IN FINDING UNITS, AND THE PERCENTAGE OF ANNUAL INCOME FAMILIES ARE PAYING FOR RENT UNDER THE VOUCHER PROGRAM. IF IT IS DETERMINED THAT SUCCESS RATES WILL SUFFER OR THAT FAMILIES ARE HAVING TO RENT LOW QUALITY UNITS OR PAY OVER 40% OF INCOME FOR RENT, THE PAYMENT STANDARD MAY BE RAISED TO THE LEVEL JUDGED NECESSARY TO ALLEVIATE THESE HARDSHIPS.

PAYMENT STANDARDS WILL NOT BE RAISED SOLELY TO ALLOW THE RENTING OF LUXURY QUALITY UNITS.

IF SUCCESS LEVELS ARE PROJECTED TO BE EXTREMELY HIGH AND RENTS ARE PROJECTED TO BE AT OR BELOW 30% OF INCOME, THE HOUSING AUTHORITY WILL REDUCE THE PAYMENT STANDARD. PAYMENT STANDARDS FOR EACH BEDROOM SIZE ARE EVALUATED SEPARATELY SO THAT THE PAYMENT STANDARD FOR ONE BEDROOM SIZE MAY INCREASE OR DECREASE WHILE ANOTHER REMAINS UNCHANGED. THE CITY OF PEORIA HOUSING AUTHORITY MAY CONSIDER ADJUSTING PAYMENT STANDARDS AT TIMES OTHER THAN THE ANNUAL REVIEW WHEN CIRCUMSTANCES WARRANT.

BEFORE INCREASING ANY PAYMENT STANDARD, THE HOUSING AUTHORITY WILL CONDUCT A FINANCIAL FEASIBILITY TEST TO ENSURE THAT IN USING THE HIGHER STANDARD, ADEQUATE FUNDS WILL CONTINUE TO BE AVAILABLE TO ASSIST FAMILIES IN THE PROGRAM.

11.4.2 SELECTING THE CORRECT PAYMENT STANDARD FOR A FAMILY

BEGINNING AUGUST 1, 2004, THE CITY OF PEORIA HOUSING AUTHORITY'S PAYMENT STANDARDS ARE AS FOLLOWS:

0-BEDROOM	\$521.00
1-BEDROOM	\$630.00
2-BEDROOM	\$793.00
3-BEDROOM	\$1102.00
4-BEDROOM	\$1298.00
5-BEDROOM	\$1493.00

THE US DEPARTMENT OF HOUSING AN URBAN DEVELOPMENT (HUD) HAS RECOMMENDED THE PAYMENT STANDARD TO BE SET AT 90 PERCENT OF THE FAIR MARKET RENT (FMR). THE CITY OF PEORIA HOUSING AUTHORITY HAS OPTED TO LOWER THE PAYMENT TO 95 PERCENT PER HUD NOTICE PIH2004-7.

11.4.3 AREA EXCEPTION RENTS

IN ORDER TO HELP FAMILIES FIND HOUSING OUTSIDE AREAS OF HIGH POVERTY OR WHEN VOUCHER HOLDERS ARE HAVING TROUBLE FINDING HOUSING FOR LEASE UNDER THE PROGRAM, THE HOUSING AUTHORITY MAY REQUEST THAT HUD APPROVE AN EXCEPTION PAYMENT STANDARD RENT FOR CERTAIN AREAS WITHIN ITS JURISDICTION. THE AREAS MAY BE OF ANY SIZE, THOUGH GENERALLY NOT SMALLER THAN A CENSUS TRACT. THE HOUSING AUTHORITY MAY REQUEST ONE SUCH EXCEPTION PAYMENT STANDARD AREA OR MANY. EXCEPTION PAYMENT STANDARD RENT AUTHORITY MAY BE REQUESTED FOR ALL OR SOME UNIT SIZES, OR FOR ALL OR SOME UNIT TYPES.

WHEN AN EXCEPTION PAYMENT STANDARD RENT HAS BEEN APPROVED AND THE FMR INCREASES, THE EXCEPTION RENT REMAINS UNCHANGED UNTIL SUCH TIME AS THE HOUSING AUTHORITY REQUESTS AND HUD APPROVES A HIGHER EXCEPTION PAYMENT STANDARD RENT. IF THE FMR DECREASES, THE EXCEPTION PAYMENT STANDARD RENT AUTHORITY AUTOMATICALLY EXPIRES.

11.5 ASSISTANCE AND RENT FORMULAS

A. TOTAL TENANT PAYMENT

THE TOTAL TENANT PAYMENT IS EQUAL TO THE HIGHEST OF:

1. 10% OF MONTHLY INCOME
2. 30% OF ADJUSTED MONTHLY INCOME
3. MINIMUM RENT
4. THE WELFARE RENT

PLUS ANY RENT ABOVE THE PAYMENT STANDARD.

B. MINIMUM RENT.

THE CITY OF PEORIA HOUSING AUTHORITY HAS SET THE MINIMUM RENT AS \$50.00. HOWEVER, IF THE FAMILY REQUESTS A HARDSHIP EXEMPTION, THE CITY OF PEORIA HOUSING AUTHORITY WILL SUSPEND THE MINIMUM RENT FOR THE FAMILY BEGINNING THE MONTH FOLLOWING THE FAMILY'S HARDSHIP REQUEST. THE SUSPENSION WILL CONTINUE UNTIL THE HOUSING AUTHORITY CAN DETERMINE WHETHER HARDSHIP EXISTS AND WHETHER THE HARDSHIP IS OF A TEMPORARY OF LONG-TERM NATURE. DURING SUSPENSION, THE FAMILY WILL NOT BE REQUIRED TO PAY A MINIMUM RENT AND THE HOUSING ASSISTANCE PAYMENT WILL BE INCREASED ACCORDINGLY.

1. A HARDSHIP EXISTS IN THE FOLLOWING CIRCUMSTANCES:
 - A. WHEN THE FAMILY HAS LOST ELIGIBILITY FOR OR IS AWAITING AN ELIGIBILITY DETERMINATION FOR A FEDERAL, STATE OR LOCAL ASSISTANCE PROGRAM;
 - B. WHEN THE FAMILY WOULD BE EVICTED AS A RESULT OF THE IMPOSITION OF THE MINIMUM RENT REQUIREMENT;
 - C. WHEN THE INCOME OF THE FAMILY HAS DECREASED BECAUSE OF CHANGED CIRCUMSTANCES, INCLUDING LOSS OF EMPLOYMENT;

D. WHEN THE FAMILY HAS AN INCREASE IN EXPENSES BECAUSE OF CHANGED CIRCUMSTANCES, FOR MEDICAL COSTS, CHILDCARE, TRANSPORTATION, EDUCATION, OR SIMILAR ITEMS;

E. WHEN A DEATH HAS OCCURRED IN THE FAMILY.

2. NO HARDSHIP. IF THE HOUSING AUTHORITY DETERMINES THERE IS NO QUALIFYING HARDSHIP, THE MINIMUM RENT WILL BE REINSTATED, INCLUDING REQUIRING BACK PAYMENT OF MINIMUM RENT TO THE HOUSING AUTHORITY FOR THE TIME OF SUSPENSION.

3. TEMPORARY HARDSHIP. IF THE HOUSING AUTHORITY 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 REASONABLE REPAYMENT AGREEMENT FOR ANY MINIMUM RENT BACK PAYMENT PAID BY THE HOUSING AUTHORITY ON THE FAMILY'S BEHALF DURING THE PERIOD OF SUSPENSION.

4. LONG-TERM HARDSHIP. IF THE HOUSING AUTHORITY DETERMINES THERE IS A LONG-TERM HARDSHIP, THE FAMILY WILL BE EXEMPT FROM THE MINIMUM RENT REQUIREMENT UNTIL THE HARDSHIP NO LONGER EXISTS.

5. APPEALS. THE FAMILY MAY USE THE INFORMAL HEARING PROCEDURE TO APPEAL THE HOUSING AUTHORITY'S DETERMINATION REGARDING THE HARDSHIP. NO ESCROW DEPOSIT WILL BE REQUIRED IN ORDER TO ACCESS THE INFORMAL HEARING PROCEDURES.

C. SECTION 8 MERGED VOUCHERS

1. THE PAYMENT STANDARD IS SET BY THE HOUSING AUTHORITY BETWEEN 90% AND 110% OF THE FMR OR HIGHER OR LOWER WITH HUD APPROVAL.

2. THE PARTICIPANT PAYS THE GREATER OF THE TOTAL TENANT PAYMENT OR THE MINIMUM RENT, PLUS THE AMOUNT BY WHICH THE GROSS RENT EXCEEDS THE PAYMENT STANDARD.

6. NO PARTICIPANT WHEN INITIALLY RECEIVING TENANT-BASED ASSISTANCE ON A UNIT SHALL PAY MORE THAN 40% OF THEIR MONTHLY-ADJUSTED INCOME.

D. SECTION 8 PRESERVATION VOUCHERS

1. PAYMENT STANDARD

A. THE PAYMENT STANDARD IS THE LOWER OF:

I. THE PAYMENT STANDARD AMOUNT FOR THE APPROPRIATE FAMILY UNIT SIZE; OR

II. THE PAYMENT STANDARD AMOUNT FOR THE SIZE OF THE DWELLING UNIT ACTUALLY RENTED BY THE FAMILY.

A. IF THE DWELLING UNIT IS LOCATED IN AN EXCEPTION AREA, THE CITY OF PEORIA HOUSING AUTHORITY WILL USE THE APPROPRIATE PAYMENT STANDARD FOR THE EXCEPTION AREA.

B. DURING THE HAP CONTRACT TERM, THE PAYMENT STANDARD FOR THE FAMILY IS THE HIGHER OF :

I. THE INITIAL PAYMENT STANDARD (AT THE BEGINNING OF THE HAP CONTRACT TERM), AS DETERMINED IN ACCORDANCE WITH PARAGRAPH (1)(A) OR (1)(B) OF THIS SECTION, MINUS ANY AMOUNT BY WHICH THE INITIAL RENT TO THE OWNER EXCEEDS THE CURRENT RENT TO THE OWNER; OR

II. THE PAYMENT STANDARD AS DETERMINED IN ACCORDANCE WITH PARAGRAPH (1)(A) OR (1)(B) OF THIS SECTION, AS DETERMINED AT THE MOST RECENT REGULAR REEXAMINATION OF FAMILY INCOME AND COMPOSITION EFFECTIVE AFTER THE BEGINNING OF THE HAP CONTRACT TERM.

A. AT THE NEXT REGULAR REEXAMINATION FOLLOWING A CHANGE IN FAMILY COMPOSITION THAT CAUSES A CHANGE IN FAMILY UNIT SIZE DURING THE HAP CONTRACT TERM, AND FOR ANY EXAMINATION THEREAFTER DURING THE TERM:

I. PARAGRAPH (C)(I) OF THIS SECTION DOES NOT APPLY; AND

II. THE NEW FAMILY UNIT SIZE MUST BE USED TO DETERMINE THE PAYMENT STANDARD.

1. THE CITY OF PEORIA HOUSING AUTHORITY WILL PAY A MONTHLY HOUSING ASSISTANCE PAYMENT ON BEHALF OF THE FAMILY THAT EQUALS THE LESSER OF:

A. THE PAYMENT STANDARD MINUS THE TOTAL TENANT PAYMENT; OR

B. THE GROSS RENT MINUS THE TOTAL TENANT PAYMENT.

E. MANUFACTURED HOME SPACE RENTAL: SECTION 8 VOUCHERS

1. THE PAYMENT STANDARD FOR A PARTICIPANT RENTING A MANUFACTURED HOME SPACE IS THE PUBLISHED FAIR MARKET RENT FOR RENTAL OF A MANUFACTURED HOME SPACE.

2. THE SPACE RENT IS THE SUM OF THE FOLLOWING AS DETERMINED BY THE HOUSING AUTHORITY:

A. RENT TO THE OWNER FOR THE MANUFACTURED HOME SPACE;

B. OWNER MAINTENANCE AND MANAGEMENT CHARGES FOR THE SPACE; AND

C. UTILITY ALLOWANCE FOR TENANT PAID UTILITIES.

3. THE PARTICIPANT PAYS THE RENT TO OWNER LESS THE HAP.

4. HAP EQUALS THE LESSER OF:

A. THE PAYMENT STANDARD MINUS THE TOTAL TENANT PAYMENT; OR

B. THE RENT PAID FOR RENTAL OF THE REAL PROPERTY ON WHICH THE MANUFACTURED HOME OWNED BY THE FAMILY IS LOCATED.

F. RENT FOR FAMILIES UNDER THE NON-CITIZEN RULE

A MIXED FAMILY WILL RECEIVE FULL CONTINUATION OF ASSISTANCE IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

- 1. THE FAMILY WAS RECEIVING ASSISTANCE ON JUNE 19,1995;**
- 2. THE FAMILY WAS GRANTED CONTINUATION OF ASSISTANCE BEFORE NOVEMBER 29, 1996;**
- 3. THE FAMILY'S HEAD OR SPOUSE HAS ELIGIBLE IMMIGRATION STATUS; AND**
- 4. THE FAMILY DOES NOT INCLUDE ANY PERSON WHO DOES NOT HAVE ELIGIBLE STATUS OTHER THAN THE HEAD OF HOUSEHOLD, THE SPOUSE OF THE HEAD OF HOUSEHOLD, ANY PARENT OF THE HEAD OR SPOUSE, OR ANY CHILD (UNDER THE AGE OF 18) OF THE HEAD OR SPOUSE.**

IF A MIXED FAMILY QUALIFIES FOR PRORATED ASSISTANCE BUT DECIDES NOT TO ACCEPT IT, OR IF THE FAMILY HAS NO ELIGIBLE MEMBERS, THE FAMILY MAY BE ELIGIBLE FOR TEMPORARY DEFERRAL OF TERMINATION OF ASSISTANCE TO PERMIT THE FAMILY ADDITIONAL TIME FOR THE ORDERLY TRANSITION OF SOME OR ALL OF ITS MEMBERS TO LOCATE OTHER AFFORDABLE HOUSING. UNDER THIS PROVISION THE FAMILY RECEIVES FULL ASSISTANCE. IF ASSISTANCE IS GRANTED UNDER THIS PROVISION PRIOR TO NOVEMBER 29, 1996, IT MAY LAST NO LONGER THAN THREE YEARS. IF GRANTED AFTER THAT DATE, THE MAXIMUM PERIOD OF TIME FOR ASSISTANCE UNDER THE PROVISION IS 18 MONTHS. THE CITY OF PEORIA HOUSING AUTHORITY WILL GRANT EACH FAMILY A PERIOD OF 6 MONTHS TO FIND SUITABLE AFFORDABLE HOUSING. IF THE FAMILY CANNOT FIND SUITABLE AFFORDABLE HOUSING, THE CITY OF PEORIA HOUSING AUTHORITY WILL PROVIDE ADDITIONAL SEARCH PERIODS UP TO THE MAXIMUM TIME ALLOWABLE.

SUITABLE HOUSING MEANS HOUSING THAT IS NOT SUBSTANDARD AND IS OF APPROPRIATE SIZE FOR THE FAMILY. AFFORDABLE HOUSING MEANS THAT IT CAN BE RENTED FOR AN AMOUNT NOT EXCEEDING THE AMOUNT THE FAMILY PAYS FOR RENT, PLUS UTILITIES, PLUS 25%.

THE FAMILY'S ASSISTANCE IS PRORATED IN THE FOLLOWING MANNER:

- 1. FIND THE PRORATED HOUSING ASSISTANCE PAYMENT (HAP) BY DIVIDING THE HAP BY THE TOTAL NUMBER OF FAMILY MEMBERS, AND THEN MULTIPLYING THE RESULT BY THE NUMBER OF ELIGIBLE FAMILY MEMBERS.**
- 2. OBTAIN THE PRORATED FAMILY SHARE BY SUBTRACTING THE PRORATED HAP FROM THE GROSS RENT (CONTRACT RENT PLUS UTILITY ALLOWANCE).**
- 3. THE PRORATED TENANT RENT EQUALS THE PRORATED FAMILY SHARE MINUS THE FULL UTILITY ALLOWANCE.**

11.6 UTILITY ALLOWANCE

THE HOUSING AUTHORITY MAINTAINS A UTILITY ALLOWANCE SCHEDULE FOR ALL TENANT-PAID UTILITIES (EXCEPT TELEPHONE), FOR COST OF TENANT-SUPPLIED REFRIGERATORS AND RANGES, AND FOR OTHER TENANT-PAID HOUSING SERVICES (E.G., TRASH COLLECTION (DISPOSAL OF WASTE AND REFUSE)).

THE UTILITY ALLOWANCE SCHEDULE IS DETERMINED BASED ON THE TYPICAL COST OF UTILITIES AND SERVICES PAID BY ENERGY-CONSERVATIVE HOUSEHOLDS THAT OCCUPY HOUSING OF SIMILAR SIZE AND TYPE IN THE SAME LOCALITY. IN DEVELOPING THE SCHEDULE, THE HOUSING AUTHORITY USES NORMAL PATTERNS OF CONSUMPTION FOR THE COMMUNITY AS A WHOLE AND CURRENT UTILITY RATES.

THE HOUSING AUTHORITY REVIEWS THE UTILITY ALLOWANCE SCHEDULE ANNUALLY AND REVISES ANY ALLOWANCE FOR A UTILITY CATEGORY IF THERE HAS BEEN A CHANGE OF 10% OR MORE IN THE UTILITY RATE SINCE THE LAST TIME THE UTILITY ALLOWANCE SCHEDULE WAS REVISED. THE HOUSING AUTHORITY MAINTAINS INFORMATION SUPPORTING THE ANNUAL REVIEW OF UTILITY ALLOWANCES AND ANY REVISIONS MADE IN ITS UTILITY ALLOWANCE SCHEDULE. PARTICIPANTS MAY REVIEW THIS INFORMATION AT ANY TIME BY MAKING AN APPOINTMENT WITH THE PROGRAM MANAGER.

THE HOUSING AUTHORITY USES THE APPROPRIATE UTILITY ALLOWANCE FOR THE SIZE OF DWELLING UNIT ACTUALLY LEASED BY THE FAMILY (RATHER THAN THE FAMILY UNIT SIZE AS DETERMINED UNDER THE HOUSING AUTHORITY SUBSIDY STANDARDS).

AT EACH REEXAMINATION, THE HOUSING AUTHORITY APPLIES THE UTILITY ALLOWANCE FROM THE MOST CURRENT UTILITY ALLOWANCE SCHEDULE.

THE HOUSING AUTHORITY WILL APPROVE A REQUEST FOR A UTILITY ALLOWANCE THAT IS HIGHER THAN THE APPLICABLE AMOUNT ON THE UTILITY ALLOWANCE SCHEDULE IF A HIGHER UTILITY ALLOWANCE IS NEEDED AS A REASONABLE ACCOMMODATION TO MAKE THE PROGRAM ACCESSIBLE TO AND USABLE BY THE FAMILY MEMBER WITH A DISABILITY.

THE UTILITY ALLOWANCE WILL BE SUBTRACTED FROM THE FAMILY'S SHARE TO DETERMINE THE AMOUNT OF THE TENANT RENT. THE TENANT RENT IS THE AMOUNT THE FAMILY OWES EACH MONTH TO THE OWNER. THE AMOUNT OF THE UTILITY ALLOWANCE IS THEN STILL AVAILABLE TO THE FAMILY TO PAY THE COST OF THEIR UTILITIES. ANY UTILITY COST ABOVE THE ALLOWANCE IS THE RESPONSIBILITY OF THE TENANT. ANY SAVINGS RESULTING FROM UTILITY COSTS BELOW THE AMOUNT OF THE ALLOWANCE BELONG TO THE TENANT.

11.7 ***DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT***

THE HOUSING AUTHORITY PAYS THE OWNER THE LESSER OF THE HOUSING ASSISTANCE PAYMENT OR THE RENT TO OWNER. IF PAYMENTS ARE NOT MADE WHEN DUE, THE OWNER MAY CHARGE THE CITY OF PEORIA HOUSING AUTHORITY A LATE PAYMENT, AGREED TO IN THE CONTRACT AND IN ACCORDANCE WITH GENERALLY ACCEPTED PRACTICES IN THE CITY OF PEORIA JURISDICTION.

11.8 ***CHANGE OF OWNERSHIP***

THE CITY OF PEORIA HOUSING AUTHORITY REQUIRES A WRITTEN REQUEST BY THE OWNER WHO EXECUTED THE HAP CONTRACT IN ORDER TO MAKE CHANGES REGARDING WHO IS TO RECEIVE THE CITY OF PEORIA HOUSING AUTHORITY'S RENT PAYMENT OR THE ADDRESS AS TO WHERE THE RENT PAYMENT SHOULD BE SENT.

IN ADDITION, THE CITY OF PEORIA HOUSING AUTHORITY REQUIRES A WRITTEN REQUEST FROM THE NEW OWNER TO PROCESS A CHANGE OF OWNERSHIP. THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE WRITTEN REQUEST:

- A. **DEED OF TRUST SHOWING THE TRANSFER OF TITLE; AND**
- B. **TAX IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER.**

NEW OWNERS WILL BE REQUIRED TO EXECUTE IRS FORM W-9. THE CITY OF PEORIA HOUSING AUTHORITY MAY WITHHOLD THE RENT PAYMENT UNTIL THE TAXPAYER IDENTIFICATION NUMBER IS RECEIVED.

ATTACHMENT E

CAPITAL IMPROVEMENT PLAN

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The attached forms are our Plan. The needs we have greatly exceed the resources available to meet them. The priorities and decisions we have made were extremely difficult, but are in the best interests of our residence, the community, and a continuation of our housing assistance activity. The reality of actual funds available for investing in our units has placed a strain on meeting all the

This Plan is based on the best information that was available to the City of Peoria Housing Authority at the time that we prepared the Plan. Unfortunately, we have no assurance of the exact amount of funds that will be available for our use in the affected fiscal years. In the meantime, we have estimated resources and may need to make proposal revisions to this Plan as required for actual dollars received.

Completed Table provided in PHA 5 year submission

ATTACHMENT F

DEMOLITION AND/OR DISPOSITION RESPONSE

The City of Peoria Housing Authority has no plans to demolished or dispose of any of our public housing property over the next five years.

ATTACHMENT G

HOMEOWNERSHIP RESPONSE

The City of Peoria Housing Authority provides opportunities for homeownership through nonprofit agencies. These agencies are conducting program activity using one or more of the following resources:

- HOME Investment Partnership Act
- Community Development Block Grant
- HOPE III (normally income generated from previous years operations)
- State of Arizona Housing Trust Funds (HTF)

The basic elements of applying funds to homeownership opportunities is as follows:

When a program client indicates that they are interested in pursuing homeownership they are sent to one of our participating nonprofit for counseling and assistance in meeting the criteria for their funding needs.

The program client when validated for assistance then shops for a housing unit. The assisting agency also provides leads to housing that will be affordable according to the income of the participant.

Once the unit is found, it is rehabilitated as necessary to meet minimum Housing Quality Standards. The participant is then assisted with a knowledgeable lender (normally one participating in Community Reinvestment Act credits) in obtaining affordable financing.

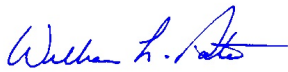
Everyone who purchases a home is required to attend home maintenance and budget management training. Depending on the program resources used to assist the program participant in obtaining a home, resale restrictions may be in force on the property.

Through this partnering with knowledgeable nonprofit agencies in providing homeownership opportunities more than 16 homes have been sold to low and moderate income families in Peoria as of March, 2006.

ATTACHMENT H

CIVIL RIGHTS CERTIFICATION RESPONSE

The City of Peoria Housing Authority does hereby agree and certify that it will carry out this Agency Plan (Five-Year and Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.

A handwritten signature in blue ink, appearing to read "William L. Patena".

William (Bill) Patena, Neighborhood Services Manager

April 12, 2005

ATTACHMENT I

Additional Information

5 Year Goal Progress Assessment

Annually the City of Peoria will meet and receive a progress report on actions taken to meet and achieve 5 year Goals and assessment of meeting the mission statement. During that review actions will be determined as successful or requiring modifications to address the objectives needed to meet our 5 year goals.

Goal	Success	Comment
Manage the City of Peoria Housing Authority's existing public housing in an efficient and effective manner thereby qualifying as at least a standard performer.	The City has been able to return to a High performing status after year one (1999) of our program operations.	
Provide a safe and secure environment in the City of Peoria Housing Authority's public housing development.	Additional patrols have been added to police routes that include more activity at the Parkview public housing project.	The agency intends to memorialize police patrols through a memorandum of understanding at Parkview and at scattered site locations in the next 5 year period.
Expand the range and quality of housing choices available to participants in the City of Peoria Housing Authority's tenant-based assistance program.	During the 5 year period 18 new landlords have been utilized for rental of more than 6 calendar months of rental with our program.	Our goal for the five year period was 25 new landlords and we will strive to meet that goal during our next 5 year plan.
Adopt local preferences for applicants who live or work in the City of Peoria or are involuntarily displaced.	Our program standard waiting list required no preference adjustments during 2000-2005. We did update our Administrative plan to allow for this preference.	
Adopt and perform an aggressive screening policy in public housing to ensure within the best of our ability that admissions will be good neighbors. Provide screening in the Section 8 program to the fullest extent allowable but without removing any of the landlord responsibilities in tenant lease determinations.	Screening processes have been improved and most of the screening process identified in our administrative plan.	We will complete the updates to the administrative plan in 2006-2010 which includes all enhanced screening requirements.

Applicants will be selected from the waiting list by preference and in order of the date and time they applied.	This has been accomplished early in the 2000-2005 program year	
We have established a minimum rent of \$25	This was accomplished and documented in the administrative plan.	Our next 5 year plan will propose to make another increase to \$50.
Attempt to encourage work and advancement in the workplace, we are not requiring recertifications if a resident or Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.	This goal was accomplished but is not fully documented in the administrative plan.	Our next 5 year plan will propose to fully document and enforce this program enhancement.
We're going to utilize the published FMR's as our payment standard for the Section 8 program.	This goal was accomplished and implemented in 2003.	Our next 5 year plan will propose to fully document and enforce this program enhancement.

Criteria for Substantial Deviation and Significant Amendments

All of the stated goals are subject to amendment and change recognizing the following delivery environment:

- Governmental changes at the local level, State and Federal level can impact the priorities, delivery method and all statutory and regulatory requirements;
- Locally changing demographics and socio-economic factors affecting the City of Peoria;
- Annual reevaluations of resources, priorities, objectives, strategies and goals for the City of Peoria;
- The delivery resources available to provide needed programs given the funding levels available for services in the City of Peoria; and,
- Completion and reassessment of the year 2005 Census data updates.

Any action which effects the number of units in public housing or scatter site housing available for assistance will be considered a substantial deviation. Any changes in the waiting list retention or intake processes from the stated policies in this 5 year plan will be considered a substantial deviation.

Any substantial deviation will result in an amendment and submission of that amendment to our local HUD office before implementation. The program will follow the rules and directions of the local HUD office in making all amendments to the final program activities.

Resident Advisory Board Membership is:

President Luella Golden

Vice President Dorothy Rivera

Secretary Marian Dawson

Treasurer Vacant (tenant moved)

Sgt of Arms Ted Olloren

Resident Advisory Board Consultation Process is provided by participation of the City of Peoria during PHA meetings and taking of minutes which are reviewed by PHA staff.

PHA Governing Board

Mayor - John Keegan

Acacia District - Vicki Hunt

Ironwood District - Bob Barrett

Mesquite District - Cathy Carlat

Pine District - Carlo Leone

Willow District - Joan Evans

Legislative authority is vested in a six-member council and the mayor. In 1989, the city charter was amended to change the method of electing the council members from an at-large system to a district system. Peoria's six council districts are listed below, along with their respective elected representatives. The council members are elected for four-year terms on a staggered basis. The mayor is elected at-large for a two-year term, however commencing in 1999, the mayor's term will become four years pursuant to an amendment to the City Charter approved by voters on March 11, 1997. The elected officials currently in office are listed below:

Official	Name	District	Term Expires
Mayor	John Keegan	At Large	January 2007
Council member	Cathy Carlat	Mesquite	January 2009
Council member	Bob Barrett	Ironwood	January 2009
Council member	Carlo Leone	Pine	January 2007
Council member	Vicki Hunt	Acacia	January 2007
Council member	Pat Dennis	Palo Verde	January 2007
Council member	Joan Evans	Willow	January 2009

RESIDENT/PUBLIC COMMENTS

The City of Peoria Housing Authority has engaged in a process of seeking resident and public comments on our Agency Plan and distributed drafts of the Plan in a methodical outreach and process.

On March 3, 2005 we conducted a public hearing within ½ mile of our public housing complex and in a central location to our program operations. This meeting was posted in the local Peoria Times and was combined with the outreach to the Consolidated Plan to attract the broadest audience. Posing was also made at the City Community Center, City Hall and Housing Authority Office.

As a result of the efforts in our outreach we have received the following comments and responded to them in the following manner:

General Comment: Noted some typographical errors and page numbering errors in draft documents.

Response: Notations corrected.

General Comment: Noted the redundancy and format of the Plan was not easy for the public to follow.

Response: Made few adjustments and explained that we were following a federal template for submission.

General Comment: Noted that the Parkview Resident Council is inactive due to a lack of interest by residents, however the Plan refers to them as an active group.

Response: Adjustments were made to the Plan and the comment responded to by explaining it was necessary to demonstrate to HUD the efforts of the Housing Authority and a reference to the Tenant/Resident Council would be maintained in the Plan.

General Comment: It was questioned when the regular patrols by Police and Fire were being made.

Response: The desk Sargent Dennis Mills confirmed that Police patrols “cruse” the street in front of the Parkview complex as a requirement once during the day and approximately every other night with a lighted check of the adjoining park. Fire Department could not cite a patrol time, but assure that a regular review of Parkview was standard procedure for the main station in which the complex is located.



CONSOLIDATED PLAN CERTIFICATION

City of Peoria

8401 West Monroe Street, Peoria, Arizona 85345

April 12, 2005

Pamela Dore, Manager Peoria Housing Authority
City of Peoria Housing Authority
8401 W. Monroe Street
Peoria, Arizona 85345

RE: Consistency of Annual Plan & 5 Year Plan with Consolidated Plan

Dear Ms. Dore:

This is to certify that the FY 2005 Agency Plan and Five Year Plan of the City of Peoria Housing Authority are consistent with the City of Peoria 2005-2009 Consolidated Plan and our Analysis of Impediments to Fair Housing Choice. Your plan is an important asset to the development of housing opportunities and we will reference your document in our reporting and program documentation.

Your mission statement and goals and objectives are in full compliance with our Consolidated Plan. The Annual Plan will support and compliment our rental and homeownership objectives.

Thank you for providing a copy of your submission and participating in the Consolidated Planning process.

Sincerely,

A handwritten signature in black ink, appearing to read "William L. Patena".

William L. Patena
City of Peoria
Neighborhood Services Director

ATTACHMENT J

PROJECT-BASED VOUCHER PROGRAM

OPERATIONS

CITY OF PEORIA

SECTION 8

ADMINISTRATION PLAN

REVISED JUNE 1, 2003

REVISED AUGUST 1, 2004

SUBMITTED TO HUD: JULY 15, 2004

APPROVED BY THE PHA BOARD OF COMMISSIONERS:

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SECTION 8 ADMINISTRATIVE PLAN

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

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

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

To further its commitment to full compliance with applicable Civil Rights laws, the CITY OF PEORIA Housing Authority will provide Federal/State/local information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the CITY OF PEORIA Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

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

1.2 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the CITY OF PEORIA 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 fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the CITY OF PEORIA Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the CITY OF PEORIA Housing Authority will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

1.3 COMMUNICATION

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

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

All decisions granting or denying requests will be in writing.

1.4 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

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

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

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

B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this

question is yes. If it is not apparent, the CITY OF PEORIA Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The CITY OF PEORIA Housing Authority will not inquire as to the nature of the disability.

- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
1. Would the accommodation constitute a fundamental alteration? The CITY OF PEORIA Housing Authority's business is housing. If the request would alter the fundamental business that the CITY OF PEORIA Housing Authority conducts, that would not be reasonable. For instance, the CITY OF PEORIA Housing Authority would deny a request to have the CITY OF PEORIA Housing Authority do grocery shopping for the person with disabilities.
 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the CITY OF PEORIA Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

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

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

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

If the participant requests, as a reasonable accommodation, that he or she be permitted to make physical modifications to their dwelling unit, at their own expense, the request should be made to the property owner/manager. The Housing Authority does not have responsibility for the owner's unit and does not have responsibility to make the unit accessible.

Any request for an accommodation that would enable a participant to materially violate family obligations will not be approved.

1.5 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

The CITY OF PEORIA Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English to assist non-English speaking families. The following languages will be covered:

Spanish

1.6 FAMILY/OWNER OUTREACH

The CITY OF PEORIA Housing Authority will publicize the availability and nature of the Section 8 Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

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

The CITY OF PEORIA Housing Authority will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

The CITY OF PEORIA Housing Authority will hold briefings for owners who participate in or who are seeking information about the Section 8 Program. Owners and managers participating in the Section 8 Program will participate in making this presentation. The briefing is intended to:

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

The CITY OF PEORIA Housing Authority will particularly encourage owners of suitable units located outside of low-income or minority concentration to attend. Targeted mailing lists will be developed and announcements mailed.

1.7 RIGHT TO PRIVACY

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

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

1.8 REQUIRED POSTINGS

The CITY OF PEORIA 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. The Section 8 Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address the CITY OF PEORIA Housing Authority office, office hours, telephone numbers, TDD number, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- G. Equal Opportunity in Employment Poster

2.0 CITY OF PEORIA HOUSING AUTHORITY /OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the CITY OF PEORIA Housing Authority, the Section 8 Owners/Landlords, and the participating families.

2.1 CITY OF PEORIA HOUSING AUTHORITY RESPONSIBILITIES

- A. The CITY OF PEORIA Housing Authority will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the CITY OF PEORIA Housing Authority Section 8 Administrative Plan.
- B. In administering the program, the CITY OF PEORIA Housing Authority must:

1. Publish and disseminate information about the availability and nature of housing assistance under the program;
2. Explain the program to owners and families;
3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;
4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration;
5. Affirmatively further fair housing goals and comply with equal opportunity requirements;
6. Make efforts to help disabled persons find satisfactory housing;
7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;
8. Determine who can live in the assisted unit at admission and during the family's participation in the program;
9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5;
10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum;
11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy;
12. Determine the amount of the housing assistance payment for a family;
13. Determine the maximum rent to the owner and whether the rent is reasonable;
14. Make timely housing assistance payments to an owner in accordance with the HAP contract;
15. Examine family income, size and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information;

16. Establish and adjust CITY OF PEORIA Housing Authority utility allowance;
17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the CITY OF PEORIA Housing Authority, if the owner defaults (e.g., HQS violation);
18. Determine whether to terminate assistance to a participant family for violation of family obligations;
19. Conduct informal reviews of certain CITY OF PEORIA Housing Authority decisions concerning applicants for participation in the program;
20. Conduct informal hearings on certain CITY OF PEORIA Housing Authority decisions concerning participant families;
21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and
22. Administer an FSS program.

2.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.
- B. The owner is responsible for:
 1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.
 2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
 3. Complying with equal opportunity requirements.
 4. Preparing and furnishing to the CITY OF PEORIA Housing Authority information required under the HAP contract.
 5. Collecting from the family:
 - a. Any security deposit required under the lease.

- b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment.
 - c. Any charges for unit damage by the family.
 - 6. Enforcing tenant obligations under the lease.
 - 7. Paying for utilities and services (unless paid by the family under the lease.)
- C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

2.3 OBLIGATIONS OF THE PARTICIPANT

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

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

The family is responsible for any HQS breach caused by the family or its guests.
- C. Allowing CITY OF PEORIA Housing Authority Inspection

The family must allow the CITY OF PEORIA Housing Authority to inspect the unit at reasonable times and after at least 2 days notice.
- D. Violation of Lease

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

E. Family Notice of Move or Lease Termination

The family must notify the CITY OF PEORIA Housing Authority and the owner in writing before the family moves out of the unit or terminates the lease by a notice to the owner.

F. Owner Eviction Notice

The family must promptly give the CITY OF PEORIA Housing Authority a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit

1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
2. The CITY OF PEORIA Housing Authority must approve the composition of the assisted family residing in the unit. The family must promptly inform the CITY OF PEORIA Housing Authority of the birth, adoption or court-awarded custody of a child. The family must request approval from the CITY OF PEORIA Housing Authority to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).
3. The family must promptly notify the CITY OF PEORIA Housing Authority if any family member no longer resides in the unit.
4. If the CITY OF PEORIA Housing Authority has given approval, a foster child/foster adult or a live-in aide may reside in the unit. The CITY OF PEORIA Housing Authority has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the CITY OF PEORIA Housing Authority consent may be given or denied.
5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.
6. The family must not sublease or let the unit.

7. The family must not assign the lease or transfer the unit.

H. Absence from the Unit

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

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

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization
2. Absences beyond the control of the family (i.e., death in the family, other family member illness)
3. Other absences that are deemed necessary by the CITY OF PEORIA Housing Authority

I. Interest in the Unit

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

J. Fraud and Other Program Violation

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

K. Crime by Family Members

The members of the family may not engage in drug-related criminal activity or other violent criminal activity.

L. Other Housing Assistance

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

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

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

3.2 ELIGIBILITY CRITERIA

A. Family status.

1. A family with or without children. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that lives together in a stable family relationship.

a. Children temporarily absent from the home due to placement in foster care are considered family members.

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

2. An elderly family, which is:

a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;

b. Two or more persons who are at least 62 years of age living together; or

c. One or more persons who are at least 62 years of age living with one or more live-in aides

3. A near-elderly family, which is:
 - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
 - b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or
 - c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.
4. A disabled family, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
5. A displaced family is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A remaining member of a tenant family.
7. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. To be eligible to receive assistance, at the time the family is interviewed for eligibility to the Section 8 program, shall be a low-income family that is:
 - a. A very low-income family;
 - b. A low-income family continuously assisted under the 1937 Housing Act;

- c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;
 - d. A low-income family that is a non-purchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;
 - e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing.
 - f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project.
2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.
 3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.
 4. Families who are moving into the CITY OF PEORIA Housing Authority's jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority, must meet the income limit for the area where they were initially assisted under the program.
 5. Families who are moving into the CITY OF PEORIA Housing Authority's jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for the CITY OF PEORIA Housing Authority program.
 6. Income limit restrictions do not apply to families transferring units within the CITY OF PEORIA Housing Authority Section 8 Program.

C. Citizenship/Eligible Immigrant status

To be eligible each member of the family must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in

Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance.

1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 11.5(K) for calculating rents under the non-citizen rule).
3. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

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

E. Signing Consent Forms

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

- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

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

The CITY OF PEORIA Housing Authority will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the request of a prospective owner, the CITY OF PEORIA Housing Authority will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

4.0 MANAGING THE WAITING LIST

4.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced via public notice that applications for Section 8 will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation, and also by any available minority media. The public notice will state any limitations to who may apply.

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

Closing of the waiting list will be announced via public notice. The public notice will state the date the waiting list will be closed. The public notice will be published in a local newspaper of general circulation.

4.2 *TAKING APPLICATIONS*

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Once the current waiting list is depleted, applications will be accepted at to be determined location and date.

Applications are taken to compile a waiting list. Due to the demand for Section 8 assistance in the CITY OF PEORIA Housing Authority jurisdiction, the CITY OF PEORIA Housing Authority will take applications only on the specified time and date.

When the waiting list is open, completed applications will be accepted from all applicants. The CITY OF PEORIA Housing Authority will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

The completed application will be dated and time stamped when received by the CITY OF PEORIA Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the CITY OF PEORIA Housing Authority to make special arrangements to complete their application.

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

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

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

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

4.3 ORGANIZATION OF THE WAITING LIST

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

- A. The application will be a permanent file;
- B. All applications will be maintained in order of preference and then in order of date and time of application;
- C. Any contact between the CITY OF PEORIA Housing Authority and the applicant will be documented in the applicant file.

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

4.4 FAMILIES NEARING THE TOP OF THE WAITING LIST

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

Once the preference has been verified the family will complete a full application, present Social Security Number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

4.5 MISSED APPOINTMENTS

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

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

4.6 PURGING THE WAITING LIST

The CITY OF PEORIA Housing Authority will update and purge its waiting list at least quarterly (every 120 days) to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

4.7 REMOVAL OF APPLICANTS FROM THE WAITING LIST

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

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

4.8 GROUNDS FOR DENIAL

The CITY OF PEORIA Housing Authority will deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property.
- F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.

- G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- H. Have a family member who was evicted from public housing within the last three years;
- I. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- J. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The CITY OF PEORIA Housing Authority may waive this requirement if:
 - 1. The person demonstrates to the CITY OF PEORIA Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. The person has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. The person has otherwise been rehabilitated successfully; or
 - 4. The person is participating in a supervised drug or alcohol rehabilitation program.
- K. Have engaged in or threatened abusive or violent behavior towards any CITY OF PEORIA Housing staff or clients;
- L. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;
- M. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);
- N. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).

4.9 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the CITY OF PEORIA 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 CITY OF PEORIA Housing Authority 's system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the CITY OF PEORIA Housing Authority will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the CITY OF PEORIA Housing Authority will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

4.10 INFORMAL REVIEW

If the CITY OF PEORIA Housing Authority determines that an applicant does not meet the criteria for receiving Section 8 assistance, the CITY OF PEORIA 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 CITY OF PEORIA Housing Authority will describe how to obtain the informal review. The informal review process is described in Section 16.2 of this Plan.

5.0 SELECTING FAMILIES FROM THE WAITING LIST

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

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

If HUD awards funding that is targeted for families with specific characteristics or families living in specific units, the CITY OF PEORIA Housing Authority will use the assistance for those families.

5.2 PREFERENCES

The CITY OF PEORIA Housing Authority will select families based on the following preferences.

A. Residents living in CITY OF PEORIA or persons who work.

5.3 Selection from the Waiting List

Based on the above preferences, all families in preference A will be offered housing before any families.

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

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

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

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

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The CITY OF PEORIA Housing Authority will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family’s level of assistance. The following guidelines will determine each family’s unit size without overcrowding or over-housing:

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

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

In determining bedroom size, the CITY OF PEORIA 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 temporarily in foster-care.

Bedroom size will also be determined using the following guidelines:

- A. Children of the same sex **will** share a bedroom.
- B. Children of the opposite sex, both under the age of **6 years old** will share a bedroom.
- C. **A single adult and children under the age of four years will share a bedroom.**
- D. Foster-adults and children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.
- F. ***The living room can be considered as a sleeping area.***

The CITY OF PEORIA Housing Authority will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

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

6.1 BRIEFING

When the CITY OF PEORIA Housing Authority selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to receive a voucher the family is required to attend the briefing. If they cannot attend the originally scheduled briefing, they may attend a later session. If the family fails to attend two briefings without good cause, they will be denied admission.

If an applicant with a disability requires auxiliary aids to gain full benefit from the briefing, the Housing Authority will furnish such aids where doing so would not result in

a fundamental alteration of the nature of the program or in an undue financial or administrative burden. In determining the most suitable auxiliary aid, the Housing Authority will give primary consideration to the requests of the applicant. Families unable to attend a briefing due to a disability may request a reasonable accommodation such as having the briefing presented at an alternate location.

The briefing will cover at least the following subjects:

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

6.2 *PACKET*

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

- A. The term of the voucher and the Housing Authority's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;
- B. How the Housing Authority determines the housing assistance payment and total tenant payment for the family;
- C. Information on the payment standard, exception payment standard rent areas, and the utility allowance schedule;
- D. How the Housing Authority determines the maximum rent for an assisted unit;
- E. Where the family may lease a unit. For families qualified to lease outside the Housing Authority's jurisdiction, the packet includes an explanation of how

portability works;

- F. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease, and a sample contract;
- G. The request for approval of the tenancy form and an explanation of how to request Housing Authority approval of a unit;
- H. A statement of the Housing Authority's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the Housing Authority to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the Housing Authority will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug-related criminal activity or any violent criminal activity;
- I. The Housing Authority's subsidy standards, including when the Housing Authority will consider granting exceptions to the standards;
- J. The HUD brochure on how to select a unit ("A Good Place to Live");
- K. The HUD-required lead-based paint brochure;
- L. Information on Federal, State, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;
- M. A list of landlords or other parties known to the CITY OF PEORIA Housing Authority who may be willing to lease a unit to the family or help the family find a unit;
- N. Notice that if the family includes a person with disabilities, the family may request a current list of accessible units known to the CITY OF PEORIA Housing Authority that may be available;
- O. The family's obligations under the program;
- P. The grounds upon which the Housing Authority may terminate assistance because of the family's action or inaction;
- Q. CITY OF PEORIA Housing Authority informal hearing procedures, including when the Housing Authority is required to provide the opportunity for an informal hearing, and information on how to request a hearing; and

- R. The CITY OF PEORIA Housing Authority owner information brochure. This brochure can be given by the applicant to a prospective owner to help explain the program.

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

Beginning August 12, 1999, the CITY OF PEORIA Housing Authority will issue only vouchers. Treatment of previously issued certificates and vouchers will be dealt with as outlined in Section 21.0 Transition to the New Housing Choice Voucher Program.

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the CITY OF PEORIA Housing Authority will issue the voucher. At this point the family begins their search for a unit.

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

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

Additional screening is the responsibility of the owner. Upon request by a prospective owner, the Housing Authority will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with standard material lease terms.

6.4 *TERM OF THE VOUCHER*

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

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

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension allowing the family the full 120 days search time. If the Housing Authority determines that additional search time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

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

6.5 APPROVAL TO LEASE A UNIT

The CITY OF PEORIA Housing Authority will approve a lease if all of the following conditions are met:

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

G. The family continues to meet all eligibility and screening criteria.

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

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

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

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

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

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

6.6 CITY OF PEORIA HOUSING AUTHORITY DISAPPROVAL OF OWNER

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

- A. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract;
- B. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- C. The owner has engaged in drug-related criminal activity or any violent criminal activity;

- D. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other Federal housing program;
- E. The owner has a history or practice of renting units that fail to meet State or local codes; or
- F. The owner has not paid State or local real estate taxes, fines, or assessments.
- G. The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:
 - 1. premises by tenants, CITY OF PEORIA Housing Authority employees or owner employees; or
 - 2. residences by neighbors;
- H. Other conflicts of interest under Federal, State, or local law.

6.7 INELIGIBLE/ELIGIBLE HOUSING

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

- A. A public housing or Indian housing unit;
- B. A unit receiving project-based assistance under a Section 8 Program;
- C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;
- D. College or other school dormitories;
- E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
- F. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and
- G. A unit receiving any duplicative Federal, State, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The CITY OF PEORIA Housing Authority will not approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities:

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

The CITY OF PEORIA Housing Authority will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Manufactured housing
- D. Manufactured home space rentals

6.8 SECURITY DEPOSIT

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

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

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

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

7.0 MOVES WITH CONTINUED ASSISTANCE

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

7.1 *WHEN A FAMILY MAY MOVE*

For families already participating in the Voucher Program, the CITY OF PEORIA Housing Authority will allow the family to move to a new unit if:

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

7.2 *PROCEDURES REGARDING FAMILY MOVES*

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

This briefing is intended to provide the following:

- A. A refresher on program requirements and the family's responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition;
- B. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;
- C. Payment standards, exception payment standard rent areas, and the utility allowance schedule;

- D. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income;
- E. Portability requirements and opportunities;
- F. The need to have a reexamination conducted within 120 days prior to the move;
- G. An explanation and copies of the forms required to initiate and complete the move; and
- H. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the CITY OF PEORIA Housing Authority's approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the CITY OF PEORIA Housing Authority a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the CITY OF PEORIA Housing Authority will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

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

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

Note: Assistance may be overlapped during a transfer of units, to the discretion of the housing authority TEN day guideline.

8.0 PORTABILITY

8.1 GENERAL POLICIES OF THE CITY OF PEORIA HOUSING AUTHORITY

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

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

Families participating in the Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will the CITY OF PEORIA Housing Authority allow a participant to improperly break a lease. Under extraordinary circumstances the CITY OF PEORIA Housing Authority may consider allowing more than one move in a 12-month period.

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

If a family has moved out of their assisted unit in violation of the lease, the CITY OF PEORIA Housing Authority will not issue a voucher, and will terminate assistance in compliance with Section 17.0, Grounds for Termination of the Lease and Contract.

8.2 INCOME ELIGIBILITY

A. Admission

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

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

8.3 PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY

- A. When a family utilizes portability to move to an area outside the Initial Housing Authority jurisdiction, another Housing Authority (the Receiving Housing Authority) must administer assistance for the family if that Housing Authority has a tenant-based program covering the area where the unit is located.
- B. A Housing Authority with jurisdiction in the area where the family wants to lease a unit must issue the family a voucher. If there is more than one such housing authority, the Initial Housing Authority may choose which housing authority shall become the Receiving Housing Authority.

8.4 PORTABILITY PROCEDURES

- A. When the CITY OF PEORIA Housing Authority is the Initial Housing Authority:
 - 1. The CITY OF PEORIA Housing Authority will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.
 - 2. The CITY OF PEORIA Housing Authority will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
 - 3. The CITY OF PEORIA Housing Authority will advise the family how to contact and request assistance from the Receiving Housing Authority.
 - 4. The CITY OF PEORIA Housing Authority will, within ten (10) calendar days, notify the Receiving Housing Authority to expect the family.
 - 5. The CITY OF PEORIA Housing Authority will immediately mail to the Receiving Housing Authority the most recent HUD Form 50058 (Family Report) for the family, and related verification information.
- B. When the CITY OF PEORIA Housing Authority is the Receiving Housing Authority:
 - 1. When the portable family requests assistance from the CITY OF PEORIA Housing Authority, the CITY OF PEORIA Housing Authority will inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable family, or absorb the family into its own program. When the CITY OF PEORIA Housing Authority receives a portable family, the family will be absorbed if funds are available and a voucher will be issued.

2. The CITY OF PEORIA Housing Authority will issue a voucher to the family. The term of the CITY OF PEORIA Housing Authority's voucher will not expire before the expiration date of any Initial Housing Authority's voucher. The CITY OF PEORIA Housing Authority will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the CITY OF PEORIA Housing Authority during the term of the CITY OF PEORIA Housing Authority's voucher.
3. The CITY OF PEORIA Housing Authority will determine the family unit size for the portable family. The family unit size is determined in accordance with the CITY OF PEORIA Housing Authority's subsidy standards.
4. The CITY OF PEORIA Housing Authority will within ten (10) calendar days notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.
5. If the CITY OF PEORIA Housing Authority opts to conduct a new reexamination, the CITY OF PEORIA Housing Authority will not delay issuing the family a voucher or otherwise delay approval of a unit unless the re-certification is necessary to determine income eligibility.
6. In order to provide tenant-based assistance for portable families, the CITY OF PEORIA Housing Authority will perform all Housing Authority program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Authority or the CITY OF PEORIA Housing Authority may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

C. Absorption by the CITY OF PEORIA Housing Authority

1. If funding is available under the consolidated ACC for the CITY OF PEORIA Housing Authority's Voucher Program when the portable family is received, the CITY OF PEORIA Housing Authority will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the CITY OF PEORIA Housing Authority's Tenant-Based Program.

D. Portability Billing

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

- a. As the Initial Housing Authority, the CITY OF PEORIA Housing Authority will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for other families in the Receiving Housing Authority's program.
- b. **The Initial Housing Authority will promptly reimburse the Receiving Housing Authority the Initial Housing Authority's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving Housing Authority. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.**

E. When a Portable Family Moves

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

9.0 DETERMINATION OF FAMILY INCOME

9.1 *INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME*

To determine annual income, the CITY OF PEORIA 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 CITY OF PEORIA Housing Authority subtracts out all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

9.2 *INCOME*

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

3. Are not specifically excluded from annual income.

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

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

6. Welfare assistance.
 - a. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance Authority in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - i. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - ii. The maximum amount that the welfare assistance Authority could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - b. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
 - c. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

9.3 EXCLUSIONS FROM INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;

- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
- D. Amounts received by the family that is specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
 1. Amounts received under training programs funded by HUD;
 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the 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. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
11. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
12. Amounts paid by a State Authority 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
13. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits.

These exclusions include:

- a. The value of the allotment of food stamps
- b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
- c. Payments received under the Alaska Native Claims Settlement Act
- d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
- e. Payments made under HHS's Low-Income Energy Assistance Program

- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work-Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the AmeriCorps Program

9.4 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent
- B. \$400 for any elderly family or disabled family
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities. **Note: Expenses are counted for approximately a 12-month period between annual recertification appointments.**
- D. For any elderly or disabled family:
 - 1. That has no disability assistance expenses, an allowance for medical

expenses equal to the amount by which the medical expenses exceed 3% of annual income;

2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

E. Child care expenses.

10.0 VERIFICATION

The CITY OF PEORIA 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 CPHAll also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations, full time student status of family members 18 years of age and older, Social Security Numbers, citizenship/eligible non-citizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

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

When third party verification cannot be obtained, CITY OF PEORIA Housing Authority will accept documentation received from the applicant/participant. Hand-carried documentation will be accepted if the CITY OF PEORIA Housing Authority has been unable to obtain third party verification. Photocopies of the documents provided by the family will be maintained in the file.

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

10.2 TYPES OF VERIFICATION

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

Verification Requirements for Individual Items		
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
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e.,	Letter or electronic reports from the	Award letter, letter announcing

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
social security, welfare, pensions, workers' comp, unemployment)	source	change in amount of future payments
Training program participation	Letter from program provider indicating - whether enrolled - whether training is HUD-funded - whether State or local program - whether it is employment training - whether payments are for out-of-pocket expenses incurred in order to participate in a program	N/A

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

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

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. (They will be required to show proof of their status by such means as Social Security card, birth certificate, military ID or military DD 214 Form.)

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

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

Family members who do not claim to be citizens, nationals or eligible noncitizens, or whose status cannot be confirmed, must be listed on a statement of non-eligible members and

the list must be signed by the head of the household.

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

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

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

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

If the CITY OF PEORIA 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 Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

10.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

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

The best verification of the Social Security Number is the original Social Security card. If the card is not available, the CITY OF PEORIA Housing Authority will accept letters from Social Security that establish and state the number. Documentation from other governmental agencies will also be accepted that establish and state the number. Driver's license, military ID, passports, or other official documents that establish and state the number are also acceptable.

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

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

If a member of a tenant family indicates they have a Social Security Number, but cannot

readily verify it, they shall be asked to certify to this fact and shall up to 60 days to provide the verification. If the individual is at least 62 years of age, they will be given 120 days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated.

10.5 TIMING OF VERIFICATION

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

When an interim reexamination is conducted, the Housing Authority will verify and update only those elements reported to have changed.

10.6 FREQUENCY OF OBTAINING VERIFICATION

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

For each family member age 6 and above, verification of Social Security Number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security Number at admission receives a Social Security Number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

11.0 RENT AND HOUSING ASSISTANCE PAYMENT

11.1 GENERAL

After August 12, 1999, the CITY OF PEORIA Housing Authority will issue only vouchers to applicants, movers, and families entering the jurisdiction through portability. Certificates currently held will continue to be honored until the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete (see Section 21.0 for additional guidance).

11.2 RENT REASONABLENESS

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

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

11.3 COMPARABILITY

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

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

The Housing Authority will establish minimum base rent amounts for each unit type and bedroom size. To the base the Housing Authority will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value.

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

11.4 MAXIMUM SUBSIDY

The exception payment standard rent (requested by the CITY OF PEORIA Housing Authority and approved by HUD) determines the maximum subsidy for a family.

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

For a voucher tenancy in an insured or noninsured 236 project, a 515 project of the Rural Development Administration, or a Section 221(d)(3) below market interest rate project

the payment standard may not exceed the basic rent charged including the cost of tenant-paid utilities.

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

11.4.1 Setting the Payment Standard

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

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

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

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

11.4.2 Selecting the Correct Payment Standard for a Family

Beginning AUGUST 1, 2004, The City of Peoria Housing Authority's Payment Standards are as follows:

0-BEDROOM	\$521.00
1-BEDROOM	\$630.00
2-BEDROOM	\$793.00
3-BEDROOM	\$1102.00
4-BEDROOM	\$1298.00
5-BEDROOM	\$1493.00

The US Department of Housing an Urban Development (HUD) has recommended the Payment Standard to be set at 90 percent of the Fair Market Rent (FMR). The City of Peoria Housing Authority has opted to lower the payment to 95 percent per HUD NOTICE PIH2004-7.

11.4.3 Area Exception Rents

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

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

11.5 ASSISTANCE AND RENT FORMULAS

A. Total Tenant Payment

The total tenant payment is equal to the highest of:

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

Plus any rent above the payment standard.

B. Minimum Rent.

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

1. A hardship exists in the following circumstances:
 - a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
 - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 - c. When the income of the family has decreased because of changed circumstances, including loss of employment;
 - d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 - e. When a death has occurred in the family.
2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.
3. Temporary hardship. If the Housing Authority 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 reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.

4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
5. Appeals. The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Section 8 Merged Vouchers

1. The payment standard is set by the Housing Authority between 90% and 110% of the FMR or higher or lower with HUD approval.
2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.
6. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly-adjusted income.

D. Section 8 Preservation Vouchers

1. Payment Standard
 - a. The payment standard is the lower of:
 - i. The payment standard amount for the appropriate family unit size; or
 - ii. The payment standard amount for the size of the dwelling unit actually rented by the family.
 - f. If the dwelling unit is located in an exception area, the CITY OF PEORIA Housing Authority will use the appropriate payment standard for the exception area.
 - g. During the HAP contract term, the payment standard for the family is the higher of :
 - i. The initial payment standard (at the beginning of the HAP contract term), as determined in accordance with paragraph (1)(a) or (1)(b) of this section, minus any amount by which the initial rent to the owner exceeds the current rent to the owner; or

- ii. The payment standard as determined in accordance with paragraph (1)(a) or (1)(b) of this section, as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.
 - f. At the next regular reexamination following a change in family composition that causes a change in family unit size during the HAP contract term, and for any examination thereafter during the term:
 - i. Paragraph (c)(i) of this section does not apply; and
 - ii. The new family unit size must be used to determine the payment standard.
- 6. The CITY OF PEORIA Housing Authority will pay a monthly housing assistance payment on behalf of the family that equals the lesser of:
 - a. The payment standard minus the total tenant payment; or
 - b. The gross rent minus the total tenant payment.

E. Manufactured Home Space Rental: Section 8 Vouchers

- 1. The payment standard for a participant renting a manufactured home space is the published Fair Market Rent for rental of a manufactured home space.
- 2. The space rent is the sum of the following as determined by the Housing Authority:
 - a. Rent to the owner for the manufactured home space;
 - b. Owner maintenance and management charges for the space; and
 - c. Utility allowance for tenant paid utilities.
- 3. The participant pays the rent to owner less the HAP.
- 4. HAP equals the lesser of:
 - a. The payment standard minus the total tenant payment; or

- b. The rent paid for rental of the real property on which the manufactured home owned by the family is located.

F. Rent for Families under the Non-citizen Rule

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

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

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

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

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

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

3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

11.6 UTILITY ALLOWANCE

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

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

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the **Program Manager**.

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

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

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

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

11.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

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

11.8 CHANGE OF OWNERSHIP

The CITY OF PEORIA Housing Authority requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the CITY OF PEORIA Housing Authority's rent payment or the address as to where the rent payment should be sent.

In addition, the CITY OF PEORIA Housing Authority requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

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

New owners will be required to execute IRS form W-9. The CITY OF PEORIA Housing Authority may withhold the rent payment until the taxpayer identification number is received.

1.12 INSPECTION POLICIES, AND HOUSING QUALITY

STANDARDS.

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

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

If the family misses the scheduled inspection and fails to reschedule the inspection, the CITY OF PEORIA Housing Authority will only schedule one more inspection. If the

family misses two inspections, the CITY OF PEORIA Housing Authority will consider the family to have violated a Family Obligation and their assistance will be terminated.

12.1 TYPES OF INSPECTIONS

There are seven types of inspections the CITY OF PEORIA Housing Authority will perform:

- A. Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin.
- B. Annual Inspection - An inspection to determine that the unit continues to meet HQS.
- C. Complaint Inspection - An inspection caused by the Authority receiving a complaint on the unit by anyone.
- D. Special Inspection - An inspection caused by a third party, i.e. HUD, needing to view the unit.
- E. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. Move Out Inspection (if applicable) - An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.
- G. Quality Control Inspection - Supervisory inspections on at least 5% of the total number of units that were under lease during the Housing Authority's previous fiscal year.

12.2 OWNER AND FAMILY RESPONSIBILITY

- A. Owner Responsibility for HQS
 - 1. The owner must maintain the unit in accordance with HQS.
 - 2. If the owner fails to maintain the dwelling unit in accordance with HQS, the CITY OF PEORIA Housing Authority will take prompt and vigorous action to enforce the owner obligations. The CITY OF PEORIA Housing Authority's remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.

3. The CITY OF PEORIA Housing Authority will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the CITY OF PEORIA Housing Authority and the CITY OF PEORIA Housing Authority verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any CITY OF PEORIA Housing Authority approved extension).
4. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, the CITY OF PEORIA Housing Authority may terminate assistance to a family because of the HQS breach caused by the family.

B. Family Responsibility for HQS

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

12.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401

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

A. Sanitary Facilities

1. Performance Requirements

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

2. Acceptability Criteria

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

B. Food Preparation and Refuse Disposal

1. Performance Requirements

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

2. Acceptability Criteria

- a. The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

- b. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system. The dwelling unit must have space for the storage, preparation, and
- c. serving of food.
- d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

C. Space and security

1. Performance Requirement

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

2. Acceptability Criteria

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

D. Thermal Environment

1. Performance Requirement

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

2. Acceptability Criteria

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

E. Illumination and Electricity

1. Performance Requirement

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

2. Acceptability Criteria

- a. There must be at least one window in the living room and in each sleeping room.
- b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.
- c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

- a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- b. The roof must be structurally sound and weather tight.
- c. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- d. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- e. Elevators must be working and safe.

G. Interior Air Quality

1. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

2. Acceptability Criteria

- a. The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- b. There must be adequate air circulation in the dwelling unit.
- c. Bathroom areas must have one window that can be opened or other adequate exhaust ventilation.
- d. Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.

H. Water Supply

1. Performance Requirements

The water supply must be free from contamination.

2. Acceptability Criteria

The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

I. Lead-based Paint

1. Definitions

a. Chewable surface: Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.

b. Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.

c. Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.

d. Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.

e. HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.

f. Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm^2), or 0.5 % by weight or 5000 parts per million (PPM).

2. Performance Requirements

a. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as

practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.

- b. The requirements of this paragraph of this Section do not apply to 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.
- c. If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part), must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.
- d. The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a State or local health or housing Authority, a lead-based paint inspector certified or regulated by a State or local health or housing Authority, or an organization recognized by HUD.
- e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of Housing Authority notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces within the 30-day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.
- f. The requirements in this paragraph apply to:
 - i. All painted interior surfaces within the unit (including ceilings but excluding furniture);
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age

(including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

- g. In addition to the requirements of paragraph c of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.
- h. Testing must be conducted by a State or local health or housing Authority, an inspector certified or regulated by a State or local health or housing Authority, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment CPHAll be completed within the time limits in paragraph c of this Section.
- i. The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:
 - i. Within the unit;
 - ii. The entrance and hallway providing access to a unit in a multi-unit building; and
 - iii. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).
- j. In lieu of the procedures set forth in paragraph g of this Section, the housing authority may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph k of this Section.
- k. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:

- i. A defective paint surface shall be treated if the total area of defective paint on a component is:
 - (1) More than 10 square feet on an exterior wall;
 - (2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;
 - (3) More than 10% of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.
- ii. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead contaminated dust.
- iii. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydroblasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.
- iv. During exterior treatment soil and playground equipment must be protected from contamination.
- v. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.

- vi. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.
- l. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.
- m. Prior to execution of the HAP contract, the owner must inform the Housing Authority and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.
- n. The Housing Authority must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the Housing Authority must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the Housing Authority must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a certificate or voucher to move.
- o. The Housing Authority must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the Housing Authority must keep the test results indefinitely and, if applicable, the owner certification and treatment. The records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.
- p. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

J. Access

1. Performance Requirements

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

K. Site and Neighborhood

1. Performance Requirements

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

2. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

L. Sanitary Condition

1. Performance Requirements

The dwelling unit and its equipment must be in sanitary condition.

2. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.

M. Smoke Detectors

1. Performance Requirements

a. Except as provided in paragraph b below of this Section, each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke

detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

- b. For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

12.4 EXCEPTIONS TO THE HQS ACCEPTABILITY CRITERIA

The CITY OF PEORIA Housing Authority will utilize the acceptability criteria as outlined above with applicable State and local codes. Additionally, the CITY OF PEORIA Housing Authority has received HUD approval to require the following additional criteria:

- A. In each room, there will be at least one exterior window that can be opened.
- B. Owners will be required to scrape peeling paint and repaint all surfaces cited for peeling paint with 2 coats of non-lead paint. An extension may be granted as a severe weather related item as defined below.
- C. Adequate heat shall be considered to be 68 degrees.
- D. In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.
- E. A ¾" overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.

12.5 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS

- A. Correcting Initial HQS Fail Items

The CITY OF PEORIA Housing Authority will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within 5 working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in

writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the CITY OF PEORIA Housing Authority to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item list below), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the CITY OF PEORIA Housing Authority will abate payment and terminate the contract in accordance with Sections 12.7 and 17.0(B)(3).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the CITY OF PEORIA Housing Authority will terminate assistance for the family in accordance with Sections 12.2(B) and 17.0(B)(3).

C. Time Frames for Corrections

1. Emergency repair items must be abated within 24 hours.
2. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
3. Non-emergency items must be completed within 10 days of the initial inspection.
4. For major repairs, the owner will have up to 30 days to complete.

D. Extensions

At the sole discretion of the CITY OF PEORIA Housing Authority, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, the CITY OF PEORIA Housing

Authority will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

12.6 EMERGENCY FAIL ITEMS

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

- A. No hot or cold water
- B. No electricity
- C. Inability to maintain adequate heat
- D. Major plumbing leak
- E. Natural gas leak
- F. Broken lock(s) on first floor doors or windows
- G. Broken windows that unduly allow weather elements into the unit
- H. Electrical outlet smoking or sparking
- I. Exposed electrical wires that could result in shock or fire
- J. Unusable toilet when only one toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion
- L. Other conditions which pose an immediate threat to health or safety

12.7 ABATEMENT

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within in the required timeframe, the rent for the dwelling unit will be abated.

The initial abatement period will not exceed 7 days. If the corrections of deficiencies are not made within the 7-day timeframe, the abatement will continue until the HAP contract is terminated. When the deficiencies are corrected, the CITY OF PEORIA Housing

Authority will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, the CITY OF PEORIA Housing Authority will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

13.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S ENSUING RESPONSIBILITIES

This Section only applies to HAP contracts in effect before October 2, 1995. Certificates have a provision for damages, unpaid rent, and vacancy loss. Vouchers have a provision for damages and unpaid rent. No vacancy loss is paid on vouchers. No Damage Claims will be processed unless the CITY OF PEORIA Housing Authority has performed a move-out inspection. Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes there may be a claim.

Damage claims are limited in the following manner:

- A. In the Certificate Program, owners are allowed to claim up to two (2) months contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease.
- B. In the Voucher Program, owners are allowed to claim up to one (1) month contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease. There will be no payment for vacancy losses under the Voucher Program.
- C. No damage claims will be paid under either program effective on or after October 2, 1995.

13.1 OWNER CLAIMS FOR PRE-OCTOBER 2, 1995, UNITS

In accordance with the HAP contract, owners can make special claims for damages, unpaid rent, and vacancy loss (vacancy loss can not be claimed for vouchers) after the tenant has vacated or a proper eviction proceeding has been conducted.

Owner claims for damages, unpaid rent, and vacancy loss are reviewed for accuracy and completeness. Claims are then compared to the move-in and move-out inspections to

determine if an actual claim is warranted. No claim will be paid for normal wear and tear. Unpaid utility bills are not an eligible claim item.

The CITY OF PEORIA Housing Authority will make payments to owners for approved claims. It should be noted that the tenant is ultimately responsible for any damages, unpaid rent, and vacancy loss paid to the owner and will be held responsible to repay the CITY OF PEORIA Housing Authority to remain eligible for the Section 8 Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages. The CITY OF PEORIA Housing Authority will develop a list of reasonable costs and charges for items routinely included on damage claims. This list will be used as a guide.

Owners can claim unpaid rent owned by the tenant up to the date of HAP termination.

In the Certificate Program, owners can claim for a vacancy loss as outlined in the HAP contract. In order to claim a vacancy loss, the owner must notify the CITY OF PEORIA Housing Authority immediately upon learning of the vacancy or suspected vacancy. The owner must make a good faith effort to rent the unit as quickly as possible to another renter.

All claims and supporting documentation under this Section must be submitted to the CITY OF PEORIA Housing Authority within thirty (30) days of the move-out inspection. Any reimbursement shall be applied first towards any unpaid rent. No reimbursement may be claimed for unpaid rent for the period after the family vacates.

13.2 PARTICIPANT RESPONSIBILITIES

If a damage claim or unpaid rent claim has been paid to an owner, the participant is responsible for repaying the amount to the CITY OF PEORIA Housing Authority. This shall be done by either paying the full amount due immediately upon the CITY OF PEORIA Housing Authority requesting it or through a Repayment Agreement that is approved by the CITY OF PEORIA Housing Authority.

If the participant is not current on any Repayment Agreements or has unpaid claims on more than one unit, the participant shall be terminated from the program. The participant retains the right to request an informal hearing.

14.0 RECERTIFICATION

14.1 ANNUAL REEXAMINATION

At least annually the CITY OF PEORIA Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The CITY OF PEORIA Housing Authority will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes 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.

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

Upon receipt of verification, the CITY OF PEORIA Housing Authority will determine the family's annual income and will calculate their family share.

14.1.1 Effective Date of Rent Changes for Annual Reexaminations

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

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

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

14.1.2 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the CITY OF PEORIA Housing Authority taking action to terminate the family's assistance.

14.2 INTERIM REEXAMINATIONS

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

Families are required to report any increase in income or decreases in allowable expenses between annual reexaminations. All changes must be submitted to the CITY OF PEORIA Housing Authority in writing within ten days of the effective date of the change.

Families are required to report the following changes to the CITY OF PEORIA Housing Authority between regular reexaminations. These changes will trigger an interim reexamination.

- A. Any increase in income or decreases in allowable expenses.
- B. A member has been added to the family through birth or adoption or court-awarded custody.
- C. A household member is leaving or has left the family unit.
- D. Family break-up

In circumstances of a family break-up, the CITY OF PEORIA Housing Authority will make a determination of which family member will retain the voucher, taking into consideration the following factors:

1. To whom the voucher was issued.
2. The interest of minor children or of ill, elderly, or disabled family members.
3. Whether the assistance should remain with the family members remaining in the unit.

4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the CITY OF PEORIA Housing Authority will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the CITY OF PEORIA Housing Authority will make determinations on a case-by-case basis.

The CITY OF PEORIA Housing Authority will issue a determination within 10 business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.3.

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security Number if they have one, and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. The CITY OF PEORIA Housing Authority will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, the CITY OF PEORIA Housing Authority will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 14.2.2.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the CITY OF PEORIA Housing Authority will take timely action to process the interim reexamination and recalculate the family share.

14.2.1 Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the CITY OF PEORIA Housing Authority may schedule special reexaminations every 90 days until the income stabilizes and an annual income can be determined.

14.2.2 Effective Date of Rent Changes Due to Interim or Special Reexaminations

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

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

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

15.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE CITY OF PEORIA HOUSING AUTHORITY

The Housing Authority may at any time terminate program assistance for a participant, because of any of the actions or inaction by the household:

- A. If the family violates any family obligations under the program.
- B. If a family member fails to sign and submit consent forms.
- C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-ration of assistance, or temporary deferral of assistance. If the CITY OF PEORIA 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 Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.
- D. If any member of the family has ever been evicted from public housing.

- E. If the Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
- F. If any member of the family commits drug-related criminal activity, or violent criminal activity.
- G. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- H. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.
- I. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- J. If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to an owner by a Housing Authority. (The Housing Authority, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The Housing Authority may prescribe the terms of the agreement.)
- K. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
- L. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- M. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the CITY OF PEORIA Housing Authority to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

16.0 COMPLAINTS; INFORMAL REVIEWS FOR APPLICANTS, AND INFORMAL HEARINGS FOR PARTICIPANTS.

16.1 COMPLAINTS

The CITY OF PEORIA Housing Authority will investigate and respond to complaints by participant families, owners, and the general public. The CITY OF PEORIA Housing Authority may require that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

16.2 INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

The CITY OF PEORIA Housing Authority will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the CITY OF PEORIA Housing Authority decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. When an Informal Review is not required

The CITY OF PEORIA Housing Authority will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the CITY OF PEORIA Housing Authority subsidy standards.
2. A CITY OF PEORIA Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
3. A CITY OF PEORIA Housing Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A CITY OF PEORIA Housing Authority determination that a unit selected by the applicant is not in compliance with HQS.
5. A CITY OF PEORIA Housing Authority determination that the unit is not in accordance with HQS because of family size or composition.
6. General policy issues or class grievances.
7. Discretionary administrative determinations by the CITY OF PEORIA Housing Authority.

C. Informal Review Process

The CITY OF PEORIA Housing Authority will give an applicant an opportunity for an informal review of the CITY OF PEORIA Housing Authority decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the CITY OF PEORIA Housing Authority other than the person who made or

approved the decision under review or a subordinate of this person.

2. The applicant will be given an opportunity to present written or oral objections to the CITY OF PEORIA Housing Authority decision.
3. The CITY OF PEORIA Housing Authority will notify the applicant of the CITY OF PEORIA Housing Authority decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the CITY OF PEORIA Housing Authority will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the CITY OF PEORIA Housing Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

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

16.3 INFORMAL HEARINGS FOR PARTICIPANTS

A. When a Hearing is Required

1. The CITY OF PEORIA Housing Authority will give a participant family an opportunity for an informal hearing to consider whether the following CITY OF PEORIA Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and CITY OF PEORIA Housing Authority policies:
 - a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the CITY OF PEORIA Housing Authority utility allowance schedule.
 - c. A determination of the family unit size under the CITY OF PEORIA Housing Authority subsidy standards.
 - d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the CITY OF PEORIA Housing Authority subsidy standards, or the CITY OF PEORIA Housing Authority determination to deny the family's request for an exception from the standards.
 - e. A determination to terminate assistance for a participant family because of the family's action or failure to act.

f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the CITY OF PEORIA Housing Authority policy and HUD rules.

2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the CITY OF PEORIA Housing Authority will give the opportunity for an informal hearing before the CITY OF PEORIA Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not Required

The CITY OF PEORIA Housing Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the CITY OF PEORIA Housing Authority.
2. General policy issues or class grievances.
3. Establishment of the CITY OF PEORIA Housing Authority schedule of utility allowances for families in the program.
4. A CITY OF PEORIA Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
5. A CITY OF PEORIA Housing Authority determination not to approve a unit or lease.
6. A CITY OF PEORIA Housing Authority determination that an assisted unit is not in compliance with HQS. (However, the CITY OF PEORIA Housing Authority will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
7. A CITY OF PEORIA Housing Authority determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the CITY OF PEORIA Housing Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. In the cases described in paragraphs 16.3(A)(1)(a), (b), and (c), of this Section, the CITY OF PEORIA Housing Authority will notify the family that the family may ask for an explanation of the basis of the CITY OF PEORIA Housing Authority's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. In the cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the CITY OF PEORIA Housing Authority will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will describe how to obtain the informal review. The notice will also:
 - a. Contain a brief statement of the reasons for the decision; and
 - b. State this if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.

D. Hearing Procedures

The CITY OF PEORIA Housing Authority and participants will adhere to the following procedures:

1. Discovery
 - a. The family will be given the opportunity to examine before the hearing any CITY OF PEORIA Housing Authority documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the CITY OF PEORIA Housing Authority does not make the document(s) available for examination on request of the family, the CITY OF PEORIA Housing Authority may not rely on the document at the hearing.
 - b. The CITY OF PEORIA Housing Authority will be given the opportunity to examine, at the CITY OF PEORIA Housing Authority's offices before the hearing, any family documents that are directly relevant to the hearing. The CITY OF PEORIA Housing Authority will be allowed to copy any such document at the CITY OF PEORIA Housing Authority's expense. If the family does not make the document(s) available for examination on request of the CITY OF PEORIA Housing Authority, the family may not rely on the document at the hearing.

Note: The term **document** includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

a. The hearing will be conducted by any person or persons designated by the CITY OF PEORIA Housing Authority, other than a person who made or approved the decision under review or a subordinate of this person.

b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the CITY OF PEORIA Housing Authority hearing procedures.

4. Evidence

The CITY OF PEORIA Housing Authority and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family CPHall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The CITY OF PEORIA Housing Authority is not bound by a hearing decision:

a. Concerning a matter for which the CITY OF PEORIA Housing Authority is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the CITY OF PEORIA Housing Authority hearing procedures.

b. Contrary to HUD regulations or requirements, or otherwise

contrary to Federal, State, or local law.

- c. If the CITY OF PEORIA Housing Authority determines that it is not bound by a hearing decision, the CITY OF PEORIA Housing Authority will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

E. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the CITY OF PEORIA Housing Authority will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;
2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or
3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

F. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the CITY OF PEORIA Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

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

17.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease and the term of the HAP contract are the same. They begin on the same date and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract by terminating the lease. The HAP contract may be terminated by the CITY OF PEORIA Housing Authority. Under some circumstances the contract automatically terminates.

A. Termination of the lease

1. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the CITY OF PEORIA Housing Authority after the first year of the lease. The length of the notice that is required is stated in the lease (generally 30 days).

2. By the owner.

a. The owner may terminate the lease during its term on the following grounds:

- i. Serious or repeated violations of the terms or conditions of the lease;
- ii. Violation of Federal, State, or local law that impose obligations on the tenant in connection with the occupancy or use of the unit and its premises;
- iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate

vicinity of the premises;

- iv. Any drug-related criminal activity on or near the premises;
- v. Other good cause. Other good cause may include, but is not limited to:
 - (1) Failure by the family to accept the offer of a new lease;
 - (2) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;
 - (3) The owner's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit;
 - (4) A business or economic reason such as sale of the property, renovation of the unit, desire to rent at a higher rental amount.

- b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.
- c. The owner may only evict the tenant by instituting court action. The owner must give the CITY OF PEORIA Housing Authority a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.
- d. The owner may terminate the contract at the end of the initial lease term or any extension of the lease term without cause by providing notice to the family that the lease term will not be renewed.

3. Termination of the Lease by mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.

B. Termination of the Contract

1. Automatic termination of the Contract

- a. If the CITY OF PEORIA Housing Authority terminates assistance to the family, the contract terminates automatically.
- b. If the family moves out of the unit, the contract terminates automatically.
- c. The contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.

2. Termination of the contract by the owner

The owner may only terminate tenancy in accordance with lease and State and local law.

3. Termination of the HAP contract by the CITY OF PEORIA Housing Authority

The Housing Authority may terminate the HAP contract because:

- a. The Housing Authority has terminated assistance to the family.
- b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.
- c. The unit is larger than appropriate for the family size or composition.
- d. When the family breaks up and the CITY OF PEORIA Housing Authority determines that the family members who move from the unit will continue to receive the assistance.
- e. The CITY OF PEORIA Housing Authority determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.
- f. The owner has breached the contract in any of the following ways:
 - i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.
 - ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937.

- iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
 - iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement;
 - v. If the owner has engaged in drug trafficking.
4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, the Housing Authority will continue to make payments until the owner obtains a judgment or the family moves out.

18.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE

Occasionally, it is necessary for the CITY OF PEORIA Housing Authority to spend money of its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

19.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the CITY OF PEORIA Housing Authority against costs associated with any judgment of infringement of intellectual property rights.

20.0 TRANSITION TO THE NEW HOUSING CHOICE VOUCHER PROGRAM

A. New HAP Contracts

On and after August 12, 1999, the CITY OF PEORIA Housing Authority will only enter into a HAP contract for a tenancy under the voucher program, and will not enter into a new HAP contract for a tenancy under the certificate program.

B. Over-FMR Tenancy

If the CITY OF PEORIA Housing Authority had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date of August 12, 1999, on and after August 12, 1999 such tenancy CPHAll be considered and treated as a tenancy under the voucher program, and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b)(2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of August 12, 1999.

C. Voucher Tenancy

If the CITY OF PEORIA Housing Authority had entered into any HAP contract for a voucher tenancy prior to the merger date of August 12, 1999, on and after August 12, 1999 such tenancy will continue to be considered and treated as a tenancy under the voucher program, and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b) (2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of August 12, 1999.

D. Regular Certificate Tenancy

The CITY OF PEORIA Housing Authority will terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program entered into prior to the merger date of August 12, 1999 at the effective date of the second regular reexamination of family income and composition on or after the merger date of August 12, 1999. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The CITY OF PEORIA Housing Authority will give at least 120 days written notice of such termination to the family and the owner, and the CITY OF PEORIA Housing

Authority will offer the family the opportunity for continued tenant-based assistance under the voucher program. The CITY OF PEORIA Housing Authority may deny the family the opportunity for continued assistance in accordance with 24 CFR 982.552 and 24 CFR 982.553.

21.0 REVISION OF ADMINISTRATIVE PLAN RESULTING FROM CHANGES IN LOCAL, STATE, OR FEDERAL LAW OR REGULATION

The provisions of this plan are based upon local, state and Federal law and regulations. Should any applicable law or regulation change, this plan will be deemed to be automatically revised. To the extent that the change is mandatory (allowing no CPHA discretion), the text of the plan will be revised without requirement for administrative processing. The approval of this provision, approves future automatic revisions that are incorporated solely for the purpose of conforming to mandatory regulatory changes. The City Council will be made aware of such changes and all such changes must be submitted to the Department of Housing and Urban Development.

GLOSSARY

1937 Housing Act: The United States Housing Act of 1937 [42 U.S.C. 1437 et seq.)

Absorption: In portability, the point at which a receiving housing authority stops billing the initial housing authority for assistance on behalf of a portable family. [24 CFR 982.4]

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

Administrative fee: Fee paid by HUD to the housing authority for the administration of the program.

Administrative Plan: The plan that describes housing authority policies for the administration of the tenant-based programs.

Admission: The point when the family becomes a participant in the program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP Contract for a family (first day of initial lease term).

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

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

Amortization Payment: In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home.

Annual Contributions Contract (ACC): The written contract between HUD and a 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.

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

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

- d. Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access.

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

Assets: see net family assets.

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

Assisted lease (lease): A written agreement between an owner and a family for the leasing of a dwelling unit to the family. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the housing authority.

Certificate: A document issued by a housing authority to a family selected for admission to the Certificate Program. The certificate describes the program and the procedures for housing authority approval of a unit selected by the family. The certificate also states the obligations of the family under the program.

Certification: The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following 12 months.

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

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

Citizen: A citizen or national of the United States.

Common space: In CPHared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

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

Contiguous MSA: In portability, an MSA that CPHAs a common boundary with the MSA in which the jurisdiction of the initial housing authority is located.

Continuously assisted: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher Program.

Cooperative: Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

Domicile: The legal residence of the household head or spouse as determined in accordance with State and local law.

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

Department: The Department of Housing and Urban Development.

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

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

Disabled family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Disabled person: See "person with disabilities."

Displaced family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been

extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Displaced person: A person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Drug related criminal activity: Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Drug trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance.

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

Elderly person: A person who is at least 62 years of age.

Evidence of citizenship or eligible status: The documents that must be submitted to evidence citizenship or eligible immigration status.

Exception rent: An amount that exceeds the published fair market rent.

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

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

Fair market rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family includes but is not limited to:

- a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- b. An elderly family;
- c. A near-elderly family;
- d. A disabled family;

- e. A displaced family;
- f. The remaining member of a tenant family; and
- g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Family members: include all household members except live-in aides, foster children and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the HUD-50058.

Family self-sufficiency program (FSS program): The program established by a housing authority to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family CPHAre: The portion of rent and utilities paid by the family.

Family unit size: The appropriate number of bedrooms for a family as determined by the housing authority under the housing authority's subsidy standards.

50058 Form: The HUD form that Housing Authority's 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.

FMR/exception rent limit: The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, the housing authority may adopt a payment standard up to the FMR/exception rent limit.

Full-time student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or Certificate Program, as well as an institution offering a college degree.

Gross rent: The sum of the rent to the owner plus any utilities.

Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

Head of household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Household members: include all individuals who reside or will reside in the unit and who are listed on the lease, including live-in aides, foster children and foster adults.

Housing Assistance Payment (HAP): The monthly assistance by a housing authority, which includes (1) a payment to the owner for rent to the owner under the family's lease, and (2) an

additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing quality standards (HQS): The HUD minimum quality standards for housing assisted under the Section 8 program.

Housing voucher: A document issued by a housing authority to a family selected for admission to the Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Housing voucher holder: A family that has an unexpired housing voucher.

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

Income category: Designates a family's income range. There are three categories: low income, very low income and extremely low-income.

Incremental income: The increased portion of income between the total amount of welfare and earnings of a family member prior to enrollment in a training program and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases and decreases, are treated in the usual manner in determining annual income.

Initial Housing Authority: In portability, both: (1) a housing authority that originally selected a family that later decides to move out of the jurisdiction of the selecting housing authority; and (2) a housing authority that absorbed a family that later decides to move out of the jurisdiction of the absorbing housing authority.

Initial payment standard: The payment standard at the beginning of the HAP contract term.

Initial rent to owner: The rent to owner at the beginning of the initial lease term.

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

Jurisdiction: The area in which the housing authority has authority under State and local law to administer the program.

Lease: A written agreement between an owner and tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the housing authority.

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

- a. Is determined to be essential to the care and well-being of the persons;
- b. Is not obligated for the support of the persons; and
- c. Would not be living in the unit except to provide the necessary supportive services.

Low-income families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families. *[1937Act)*

Manufactured home: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

Manufacture home space: In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space.

Medical expenses: Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Mixed family: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Moderate rehabilitation: Rehabilitation involving a minimum expenditure of \$1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

- a. upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance; or
- b. repair or replace major building systems or components in danger of failure.

Monthly adjusted income: One twelfth of adjusted income.

Monthly income: One twelfth of annual income.

Mutual housing is included in the definition of "cooperative".

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

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

Net family assets:

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

Noncitizen: A person who is neither a citizen nor national of the United States.

Notice Of Funding Availability (NOFA): For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance, and the criteria for awarding the funding.

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

Owner: Any person or entity, including a cooperative, having the legal right to lease or sublease existing housing.

Participant (participant family): A family that has been admitted to the housing authority's program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the housing authority for the family (first day of initial lease).

Payment standard: In a voucher tenancy, the maximum monthly assistance payment for a family (before deducting the total tenant payment by family contribution). For a voucher tenancy, the housing authority sets a payment standard in the range from 90% to 110% of the current FMR.

Person with disabilities: A person who:

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

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

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

- b. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:
 - (1) is expected to be of long-continued and indefinite duration,
 - (2) substantially impedes his or her ability to live independently, and
 - (3) is of such a nature that such ability could be improved by more suitable housing conditions, or
- c. Has a developmental disability as defined in Section 102(7) of the of the Developmental Disabilities Assistance and Bill of Rights Act.

"Severe chronic disability that:

- (1) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (2) is manifested before the person attains age 22;
- (3) is likely to continue indefinitely;
- (4) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
- (5) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

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

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

Portability: Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial housing authority.

Premises: The building or complex in which the dwelling unit is located, including common areas and grounds.

Private space: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

Preservation: This program encourages owners of eligible multifamily housing projects to preserve low-income housing affordability and availability while reducing the long-term cost of providing rental assistance. The program offers several approaches to restructuring the debt of properties developed with project-based Section 8 assistance whose HAP contracts are about to expire.

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

Public Housing Authority: A State, county, municipality or other governmental entity or public body (or Authority or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

Reasonable rent: A rent to owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted unit in the premises.

Receiving Housing Authority: In portability, a housing authority that receives a family selected for participation in the tenant-based program of another housing authority. The receiving housing authority issues a certificate or voucher, and provides program assistance to the family.

Re-certification: A reexamination of a household's income, expenses, and family composition to determine the household's rent for the following 12 months.

Remaining member of a tenant family: A member of the family listed on the lease who continues to live in an assisted household after all other family members have left.

Rent to owner: The monthly rent payable to the owner under the lease. Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

Set-up charges: In a manufactured home space rental, charges payable by the family for assembly, skirting and anchoring the manufactured home.

Shared housing: A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare Authority 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 person, a person with disabilities, a displaced person, or the remaining member of a tenant family.

Single room occupancy housing (SRO): A unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

Special admission: Admission of an applicant that is not on the housing authority waiting list, or without considering the applicant's waiting list position.

Special housing types: Special housing types include: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

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

Statement of family responsibility: An agreement in the form prescribed by HUD, between the housing authority and a Family to be assisted under the Moderate Rehabilitation Program, stating the obligations and responsibilities of the family.

Subsidy standards: Standards established by a housing authority to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Suspension: Stopping the clock on the term of a family's certificate or voucher, for such period as determined by the housing authority, from the time when the family submits a request for housing authority approval to lease a unit, until the time when the housing authority approves or denies the request. Also referred to as tolling.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

Tenant rent: The amount payable monthly by the family as rent to the owner minus any utility allowance.

Third-party (verification): Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling: see suspension.

Total tenant payment (TTP):

(1) Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act. which is the higher of :

30% of the family's monthly adjusted income;

10% of the family's monthly income;

Minimum rent; or

if the family is receiving payments for welfare assistance from a public Authority and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such Authority 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) CPHAll be the amount resulting from one application of the percentage.

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

Utility hook-up charge: In a manufactured home space rental, costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

Utility reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit.

Verification:

- a. The process of obtaining statements from individuals who can attest to the accuracy of the amounts of income, expenses, or household member status (e.g., employers, public assistance Authority staff, doctors).

b. The three types of verification are:

- (1) Third-party verification, either written or oral, obtained from employers, public assistance agencies, schools, etc.)
- (2) Documentation, such as a copy of a birth certificate or bank statement
- (3) Family certification or declaration (only used when third-party or documentation verification is not available)

Very low-income families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families. *[1937 Act]*

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (rental voucher): A document issued by a housing authority to a family selected for admission to the Housing Choice Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family and states the obligations of the family under the program.

Voucher holder: A family holding a voucher with unexpired search time.

Waiting list admission: An admission from the housing authority waiting list. *[24 CFR 982.4]*

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

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

ACRONYMS

ACC	Annual Contributions Contract
CACC	Consolidated Annual Contributions Contract
CFR	Code of Federal Regulations
FMR	Fair Market Rent
FSS	Family Self Sufficiency (program)
HA	Housing Authority
HAP	Housing Assistance Payment
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
PBC	Project-Based Certificate (program)
QHWRA	Quality Housing and Work Responsibility Act of 1998
PHA	Public Housing Authority
TTP	Total Tenant Payment

ATTACHMENT K

List of Supporting Documents Available for Local Review <i>(Applicable to All PHA Plan Types)</i> 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.		
Applicable & On Display	Supporting Document	Applicable Plan Component
PHA Office	Form HUD-50077, <i>Standard PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual PHA Plans.</i>	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
PHA Office	Form HUD-50076, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan, including required PHA certification and assurances for policy and program changes since last Annual Plan.</i>	Streamlined Annual Plans
PHA Office	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans 5-Year Streamlined Plans
PHA Office	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
PHA Office	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
PHA Office	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Streamlined Annual Plan: Housing Needs
PHA Office	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
PHA Office	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
PHA Office	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
PHA Office	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
PHA Office	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
PHA Office	Public housing rent determination policies, including the methodology for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
PHA Office	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
PHA Office	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan.	Annual Plan: Rent Determination
PHA Office	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
PHA Office	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
PHA Office	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
PHA Office	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
PHA Office	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Management and Operations

List of Supporting Documents Available for Local Review

(Applicable to All PHA Plan Types)

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.

Applicable & On Display	Supporting Document	Applicable Plan Component
PHA Office	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
PHA Office	Section 8 informal review and hearing procedures <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
PHA Office	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (form HUD-52837) for the active grant year	Annual Plan: Capital Needs
PHA Office	Most recent CIAP Budget/Progress Report (form HUD-52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	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
PHA Office	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See Notice 99-52 (HA).	
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the U.S. Housing Act of 1937, or Section 33 of the U.S. Housing Act of 1937.	Annual Plan: Conversion of Public Housing
NA	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (Section ___ of the Section 8 Administrative Plan).	Annual Plan: Homeownership
PHA Office	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in the public housing A & O Policy.	
PHA Office	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
PHA Office	FSS Action Plan/s for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
PHA Office	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	
PHA Office	Most recent self-sufficiency (ED/SS, TOP, or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
PHA Office	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	
PHA Office	The results of 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
NA	Consortium agreements and certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint PHA Plans for Consortia
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
PHA Office	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**Standard PHA Plan
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the __standard Annual, __standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year begin 2006 _____, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis -Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

City of Peoria Public Housing Authority
PHA Name


AZ 038
PHA Number/HA Code

Standard PHA Plan for Fiscal Year: 20__

Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

Streamlined Five-Year PHA Plan for Fiscal Years 20₀₅ - 20₀₉, including Annual Plan for FY 20₀₅

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official William (Bill) Patena	Title Neighborhood Services Manager
Signature X 	Date April 12, 2005

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

CITY OF PEORIA PUBLIC HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

AZ038

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

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

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

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

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

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

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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


2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

10950 N 87th Ave., Maricopa County, Peoria Arizona 85345

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official William (Bill) Patena	Title Neighborhood Services Manager
Signature X 	Date April 12, 2005

form HUD-5007 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

City of Peoria Public Housing Authority

Program/Activity Receiving Federal Grant Funding

AZ038

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.


This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official William (Bill) Patena	Title Neighborhood Services Manager
--	--

Signature

X 

Date
April 14, 2005

Prev

form HUD 50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse side for Instructions and Public Reporting burden statement)

1. Type of Federal Action <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only year (yyyy) _____ quarter _____ date of last report (mm/dd/yyyy) _____
4. Name and Address of Reporting Entity <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime Congressional District, if known _____	
6. Federal Department/Agency	7. Federal Program Name/Description CFDA Number, if applicable _____	
NOT APPLICABLE NO PHA CONTRIBUTIONS TO LOBBYING ACTIVITIES		
8. Federal Action Number, if known _____	9. Award Amount, if known _____	
10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI) _____	b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI) _____	
(attach continuation sheet(s) if necessary)		
11. Amount of Payment (check all that apply) \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply) <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other (specify) _____	
12. Form of Payment (check all that apply) <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____	14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11 _____ _____ _____	
(attach continuation sheet(s) if necessary)		
15. Continuation sheets attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature _____ Print Name _____ Title _____ Telephone No. _____ Date (mm/dd/yyyy) _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form-LLL (7/97)

PHA/IHA Board Resolution

Approving Operating Budget or Calculation of Performance Funding System Operating Subsidy

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Indian Housing Authority (IHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

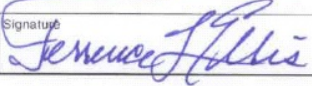
(date)

- Operating Budget Submitted on: 3-31-05
- Operating Budget Revision Submitted on: _____
- Calculation of Performance Funding System Submitted on: _____
- Revised Calculation of Performance Funding System Submitted on: _____

I certify on behalf of the: (PHA/IHA Name) City of Peoria Housing Authority that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rental charges and expenditures will be consistent with provisions of law;
7. The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
8. The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g); and
9. The PHA/IHA will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Board Chairman's Name (type) Terrence L. Ellis	Signature 	Date 3-31-05
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June 23, 2005

U.S. Department of Housing and Urban Development
Attention: Donna Dear
One North Central, Suite 600
Phoenix, AZ 85004-4414

Dear Donna,

The purpose of this letter is to explain the program changes made to the Peoria Housing Choice Voucher Program. Some of these changes were due to diminished resources and appropriation cuts made in the Federal Fiscal Years 04/05. Please see below the list of changes which are also provided in bold in the accompanying copy of our Administration Plan.

Section 6.0 letters A and C reflect changes that mandate children of the same sex will share a bedroom and single adults with children under 4 years of age will share a bedroom.

Section 7.2 a note was added clarifying that during a family move, assistance may be overlapped during a transfer of units to the discretion of the Housing Authority 10 day guideline.

Section 8.4 letter B was added stating the Initial Housing Authority will promptly reimburse the receiving Housing Authority the Initial Housing Authorities ongoing administrative fee for each unit month that the family receives assistance under the tenant based programs and is assisted by the receiving Housing Authority. If both Housing Authorities agree, they may negotiate a different amount of reimbursement.

Section 11.4.2 revisions are pending for 2005/2006 Housing Plan.

Section 11.6 changed the word from Housing Coordinator to Program Manager.

If you have any questions please feel free to contact me at any time.

Thank you,

Chris Sahinen Spragg
Director of Multi-Family Housing Initiatives

cc: Brian Swanton, Pam Dore