

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan Agency Identification

PHA Name: Iowa Northland Regional Housing Authority

PHA Number: IA132

PHA Fiscal Year Beginning: 07/01/2000

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

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

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

The Mission of the IOWA NORTHLAND REGIONAL Housing Authority (INRHA) is to assist low-income families in obtaining decent, safe, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. This Housing Authority is committed to operating in an efficient, ethical, and professional manner. Partnerships will be created and maintained with its clients and appropriate community agencies in order to accomplish this mission.

B. Goals

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

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

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

- PHA Goal: Improve the quality of assisted housing
- Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management by being recognized by HUD as at least a standard performer as identified by the Section 8 Management Assessment Program (SEMAP).
 - Increase customer satisfaction by promoting 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.
 - 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:
 - A. Apply for additional Vouchers as the need arises.
 - B. Shall ensure equal treatment of all applicants, tenant-based participants, landlords, and employees.

- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling by 'counseling' and informing tenants of options.
 - Conduct outreach efforts to 50 additional voucher landlords by June 30, 2004.
 - Increase Voucher payment standards to 110% of FMR.
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other:
 - A. Increase follow-up to issued vouchers by contacting the participants after 30 days of voucher issuance.

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)

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:
 - Maintain or increase the number and percentage of employed persons in assisted families to 40% of the program size.
 - Increase the relationship with supportive services to improve assistance recipients' employability evidenced by adding 2 new agencies a year.
 - Increase the relationship with supportive services to increase independence for the elderly or families with disabilities evidenced by adding 5 agencies by June 30, 2004.
 - Other:
 - A. Make the FSS program more marketable evidenced by creating and maintaining a waiting list by June 30, 2004.
 - B. Shall ensure that one positive story a year appears in at least one local newspaper of each county that is served, about the Housing Authority or its residents.

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)

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment a)
- Other (List below, providing each attachment name)
 - Attachment b: Personnel Policy
 - Attachment c: Administrative Plan
 - Attachment d: FSS Action Plan

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved 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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Section 8 Administrative Plan	

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Personnel Policy.	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	67,164 21%	5	5	5	2	3	3
Income >30% but <=50% of AMI	54,459 17%	5	5	5	2	3	3
Income >50% but <80% of AMI	70,331 22%	5	5	5	2	3	3
Elderly	59,996 19%	5	5	5	3	2	2
Families with Disabilities	N/A	5	5	5	5	3	3
Race/Ethnicity	N/A						
Race/Ethnicity	106, 402						
Total Renters	313, 413						

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
3/14/00 (HAPPY)	# of families	% of total families	Annual Turnover
Waiting list total	126		161
Extremely low income <=30% AMI	82	65%	
Very low income (>30% but <=50% AMI)	44	35%	
Low income (>50% but <80% AMI)	0	0	
Families with children	72	57	

Housing Needs of Families on the Waiting List			
Elderly families	33	26	
Families with Disabilities	26	21	
White (Non-Hispanic)	114	90	
Black (Non-Hispanic)	9	7	
Hispanic	1	1	
Asian/Pacific Islander	1	1	
American Indian	1	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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:
 - A. Affirmatively market to local non-profit agencies that assist families at or below 50% of AMI.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:
 - A. Affirmatively market to local non-profit agencies that assist the elderly.

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For

other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	684,027	Section 8 Tenant-Based Assistance Section 8 Supporting Services
a) Public Housing Operating Fund		
b) Public Housing Capital Fund	645,781.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	38,246	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	93,019.00	Program Reserve
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	777,046.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

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

(3) Assignment

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

- One
- Two

Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Victims of domestic violence

Substandard housing

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in 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 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)

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation

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

A. Type of renter, problems if have knowledge of, and previous landlord(s) information.

(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

A. Get application per phone request.

(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: 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 and the reason for the request for an extension being made must be contained in the written request. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant an extension.

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.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
 Fair market rents (FMR)
 95th percentile rents
 75 percent of operating costs
 100 percent of operating costs for general occupancy (family) developments
 Operating costs plus debt service

- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income 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

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

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

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 Black Hawk County Only
- 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

A. Market

(2) Minimum Rent

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

- \$0

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

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

5. Operations and Management

[24 CFR Part 903.7.9 (e)]

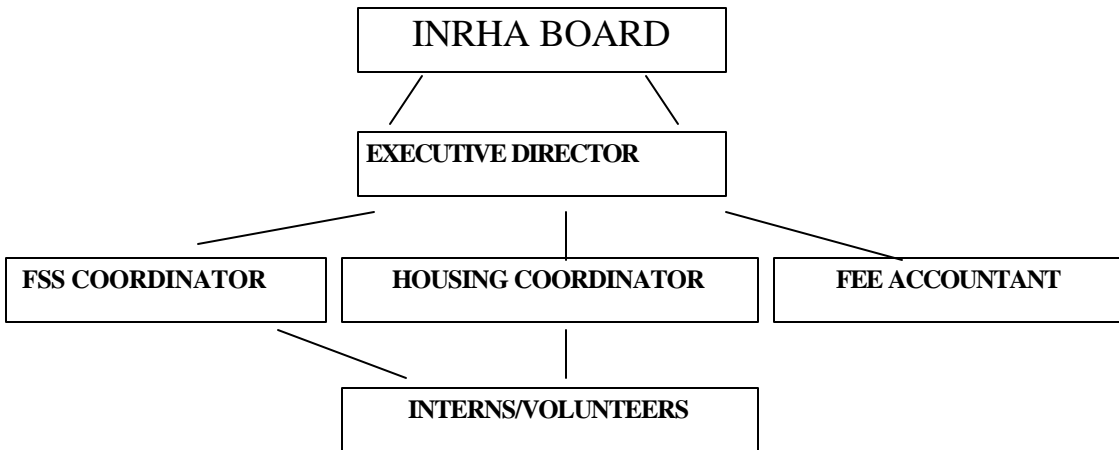
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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



B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	176	40
Section 8 Certificates	20	20

Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)
 - Funds Transfer Policy
 - Check Signing Authorization Policy
 - Drug-Free Workplace Policy (see Personnel Policy)
 - Criminal Records Policy
 - Ethics Policy
 - Equal Housing Opportunity Policy (see Administrative Plan)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability

of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip

to component 9. If “No”, complete the Activity Description table below.)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

(select all that apply)

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.79 (q)]

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

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

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment a: Resident Advisory Board Comments
 Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)
Formed goals and objectives based on comments from the RAB

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

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

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

3. Description of Resident Election Process

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

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

A. The Resident Board-member was selected from members of the Resident Advisory Board. Any adult recipient of PHA assistance could participate on the Resident Advisory Board. Due to the extra time and effort committed by these individuals to serve on this Board they formed the group of recipients from which the Resident Board-member could be chosen from.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance

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

c. Eligible voters: (select all that apply)

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

A. The eligible voters consisted exclusively of members of the Resident Advisory Board, due to the extra effort and time commitment put forth by these individuals.

C. Statement of Consistency with the Consolidated Plan

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

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

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

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

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

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

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

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

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

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

Optional Public Housing Asset Management Table

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

Public Housing Asset Management	
Development Identification	Activity Description

Name, Number, and Location								
Number and Type of units Capital Fund Program Parts II and III								
<i>Component 7a</i> Developme nt Activities								
<i>Component 7b</i> Demolition / disposition								
<i>Component 8</i> Designated housing								
<i>Component 9</i> Conversion								
<i>Component 10</i> Home- ownership <i>Component 11a</i> Other (describe) <i>Component</i>								

Table Library

AGENCY PLAN MEETING

Thursday, November 18, 1999 @ 4:00 p.m.

INRHA – 2530 University Ave., Suite #5 Waterloo, Iowa 50701

Attendance:

Those in attendance were: Karen Morlan; INRHA, Michael Benning; INRHA Jon J. Harvey; INRHA, Amber Peterson; INRHA Intern, Dale Amunson; INRHA Chairman, Rosetta Stattelmann (E); RAB, Dorothy Stoddard (E); RAB, Cindy Nelson (F); RAB, Gigi Avino (D); RAB, Gretchen Rider (F); RAB, and Mary Jo Loveland; HVAAA.

Introduction:

A brief overview of the Agency plan was given, showing the parts and time frame of the plan. The following part of discussion and questions allows those in attendance to critique the INRHA, and address goals, objectives and needs within the discussion.

Discussion topics and questions:

1. How can the INRHA better serve the residents of Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy counties?
Comments: Serve those with disasters 1st, it is hard for those that have long distance to continually call, people forget, 2nd chances, check on the people on the waiting list - reminder or phone call, it's the peoples housing & responsibility we should call.
2. Does the INRHA program information reach the target population? How did you hear about us? (How can we effectively market our programs?)
Comments: Residents were referred by landlord, social service agencies, word of mouth. Market by; Landlord outreach, give information to DHS, Child Protective Services, Churches, Meals-on-wheels, Promise Jobs, Banks, Grocery Stores, Realtors, "Circle of Friends", Newspapers and/or shoppers, and bulletin boards anywhere.
3. What could be done to make it easier for persons to apply for the INRHA's program?
Comments: Networking with the above listed agencies or areas, check with local libraries to deal with and address literacy, get help to fill out the applications.
4. What can the INRHA do to assist the families on the waiting list?
Comments: Reminders to the people on the waiting list at half of whatever the list is, purge the list, track the people that ask for applications.
5. What can the INRHA do to decrease turnover on the Section 8 program? (Basically, how do we keep the participants on the program?)
Comments: 30 day reminder of their time frame to those who have vouchers issued and are still looking, gather data to identify the problem, many things, choice, hard to find housing, landlords, discuss with lawyers/accountants to encourage landlords, tenants change the stereotype, stand up for self.
6. What would make any part of the "process" easier?

Comments: Hardest part is waiting on the list and then getting to and through the initial paperwork, just lots of paperwork.

7. What is it that the INRHA does that is negative?

Comments: FSS concern regarding; their time frame, realization of going off program, last big step, insurance issues, finding out how much money they have to make to get off – would have like to have known that sooner, need timeline/constant reminders.

8. What is it that the INRHA does that is positive?

Comments: The staff is very personable, Don't feel judged or discriminated against, supportive of the participants, FSS home visits, people feel very comfortable around the office people, worked with other social service agencies - never saw anything like this.

Next Meeting:

The next Agency Plan Planning Meeting is Thursday December 2, 1999 4:00 p.m. @ the INRHA.

A HUGE 'Thank You' to all who participated!
See you on the 2nd ☺.

AGENCY PLAN MEETING II

Thursday, December 2, 1999 @ 4:00 p.m.

INRHA – 2530 University Ave., Suite #5, Waterloo, Iowa 50701

Attendance:

Those in attendance were: Karen Morlan; INRHA, Michael Benning; INRHA, Jon J. Harvey; INRHA, Amber Peterson; INRHA Intern, Rosetta Stattelman; RAB, Cindy Nelson; RAB, Gigi Avino; RAB, and Gretchen Rider; RAB.

Introduction(s):

It was explained that the staff put together the Mission Statement, goals and objectives. These were formulated from the comments made at the November 18th meeting, HUD regulations and general performance issues. We hope that they push us yet are attainable. It was also explained that if something was unclear, something should be added, or taken away please comment because this is our meeting to shape these issues.

INRHA MISSION STATEMENT:

The Mission of the Iowa Northland Regional Housing Authority (INRHA) is to assist low-income families in obtaining decent, safe, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. This Housing Authority is committed to operating in an efficient, ethical, and professional manner. Partnerships will be created and maintained with its clients and appropriate community agencies in order to accomplish this mission.

Comments: Seems to cover it.

GOAL #1: Improve the quality of assisted housing.

Objectives:

- Improve Voucher management by being recognized by HUD as at least a standard performer as identified by the Section 8 Management Assessment Program (SEMAP) by June 30, 2004.

Comments: After the SEMAP indicators were explained the issue of having a preference for disasters was brought up again.

- Increase customer satisfaction by promoting 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.

Comments: Seems to be working, likes efficient team.

- Apply for additional Vouchers as the need arises.

Comments: None

- Shall ensure equal treatment of all applicants, tenant-based participants, landlords and employees.

Comments: None

GOAL #2: Increase assisted housing choices.

Objectives:

- Provide Voucher mobility counseling by 'counseling' and informing tenants of options.

Comments: None

- Conduct outreach efforts to attract 50 additional voucher landlords by June 30, 2004.

Comments: very realistic

- Increase Voucher payment standards to 110% of the published FMR.

Comments: None

- Increase follow-up to issued vouchers by contacting the participants after 30 days of voucher issuance.

Comments: None

GOAL #3: Promote Self-sufficiency and asset development of assisted households

Objectives:

- Maintain or increase the number and percentage of employed persons in assisted families at 40% of the program size.

Comments:

- Increase the relationship with supportive services to improve assisted recipients' employability evidenced by adding 2 agencies a year.

Comments: Thought of another marketing place- women's restrooms. Since we/INRHA don't do homeownership will we refer people now and after they are off the program? Yes, now and yes, when off this objective will increase the networking/communication.

- Increase the relationship with supportive services to increase independence for the elderly or families with disabilities evidenced by adding 5 agencies by June 30, 2004.

Comments: "GreenThumb" is a good agency for the elderly it fills a gap

- Make the FSS program more marketable evidenced by creating and maintaining a waiting list by June 30, 2004.

Comments: None

- Shall ensure that at least one positive story a year about the HA or its residents is published in a local newspaper.

Comments: None

General Comments:

The goals and objectives seem to be thought out and realistic, looks good, good job!

AGENCY PLAN MEETING III

Thursday, December 9, 1999 @ 4:00 p.m.

INRHA – 2530 University Ave., Suite #5, Waterloo, Iowa 50701

Attendance:

Those in attendance were: Karen Morlan; INRHA, Michael Benning; INRHA, Jon J. Harvey; INRHA, Rosetta Stattelman; RAB, Cindy Nelson; RAB, Gigi Avino; RAB, and Mary Jo Loveland; HVAAA.

Introduction:

It was explained by Director Karen Morlan that the planning meeting is in the last step of the planning process which is going through the actual Agency Template from the HUD website. Section 8 only Housing Agencies have to fill-out a ‘streamlined plan’, which addresses 10 sections instead of 18. Everyone was then reminded that if there are any questions as each section was addressed to please ask.

The INRHA Agency Plan

- i. Annual Plan Type: Administering Section 8 Only
- ii. Executive Summary of the Annual Plan: The overview will be written-up after the planning meetings are concluded and before the plan will be put out for comment.
- iii. Annual Plan Table of Contents: Page numbers will be added when finished, comments from the Resident Advisory Board will be attached, and the list of Supporting Documents Available for review were checked as applicable and will be on display.

1. STATEMENT OF HOUSING NEEDS:

Part A; The source of the information in the chart that explains the impact on Housing Needs was the State of Iowa Consolidated plan. Part B; The Waiting list information was as of December 8, 1999. Part C; Strategy for Addressing Needs, all of the strategies that were checked came from the Mission Statement, goals and objectives that we set at the previous planning meetings. The ‘Income Targeting’ rule was explained – 75% of our program at admission must be at or below 30% of AMI. The income guidelines were handed out (see attachments)

2. STATE OF FINANCIAL RESOURCES:

Federal Grants were listed. This covers our Annual Contributions Contracts (ACC) and the FSS Coordinator Grant (FY '00). Under Prior Year Federal Grants (unobligated funds) the Project Account amount is listed. This is money that is used as “back-up”, to ensure that there is enough money to make the HAP payments for up to 2 months. It was noted that just

because it looks like there is a great deal of money available to us that does not mean we can just spend it. Budget adjustments are made and that's the importance of getting leased up.

3. PHA POLICIES GOVERNING ELIGIBILITY, SELECTION, AND ADMISSIONS:
Under eligibility regarding the checking on criminal records, the reason for the 'no' checks, are due to the cost in obtaining the records from State and Federal Authorities. Information shared was explained along with the Waiting List organization. Under Search Time the reasons for giving extensions were given (see attachment). Admissions preferences were covered and explained that we do not have any. Not having any preferences creates a more streamlined process for all people involved, families are given a number regarding their place on the waiting list and they can then track their order with preferences (and no need has been shown to add any) families can be skipped and that is very difficult to explain. Right now the Waiting List is only 4 months long. Under Special Purpose Vouchers; they are listed in the Admin plan and would be published in the paper. We currently do not have any Special Purpose Vouchers.
4. PHA RENT DETERMINATION POLICIES:
The Payment Standards and the zero minimum rent were explained. An attachment was added to explain the 'rent reasonableness' process that was talked about at the last meeting. We go through a point system and also take a look at other comparables that are out in the market.
5. OPERATIONS AND MANAGEMENT:
Under the PHA Management Structure an attachment was added and the organizational structure was listed – this covers sections A & C. Under HUD Program Under PHA Management the Certificate and Voucher program were listed the units for the start of the next fiscal year were estimated along with the turnover numbers. It was noted that these numbers might change drastically because of the Merger. This allows families on the Certificate program to switch to the Voucher program by their second re-exam since the merger (10/1/99). We will still have the same total number (196) they will just all end up as Vouchers eventually.
6. PHA GRIEVANCE PROCEDURES:
Our informal hearing procedures were explained and the policy is an attachment.
7. CAPITAL IMPROVEMENT NEEDS:
Not applicable to Section 8 Only Agencies.
8. DEMOLITION AND DISPOSITION:
Not applicable to Section 8 Only Agencies.
9. DESIGNATION OF PUBLIC HOUSING ELDERLY/FAMILIES WITH DISABILITIES:
Not applicable to Section 8 Only Agencies.
10. CONVERSION OF PUBLIC HOUSING TO TENANT BASED-ASSISTANCE:
Not applicable to Section 8 Only Agencies.
11. HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA:
We currently do not run any Homeownership programs. This is based on 2 main reasons 1) Overall cost 2) there was 'talk' of this being done with regular vouchers, we would like to

wait on this part. It was noted by the RAB that if the INRHA went in any direction it would be to Homeownership, all agreed.

12. PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS:

We currently do not have a cooperative agreement with the 6 DHS in our area but we do many referrals, information sharing, and coordinate services. This is done on a regular basis, it is an objective we plan on increasing and the main focus of that is the FSS program. The general section covers self-sufficiency program besides FSS, FSS is our self-sufficiency program. As far as FSS is concerned our numbers are listed and we plan (meeting #2) on creating a waiting list. Under the 'Welfare Benefits Reductions section we are informing residents at the re-exams and new admissions and we have established protocol by informing the DHS office and have adjusted our verification forms so they (DHS) can check the appropriate boxes.

13. PHA SAFETY AND CRIME PREVENTION MEASURES:

Not applicable to Section 8 Only Agencies.

14. PET POLICY:

Not applicable to Section 8 Only Agencies.

15. CIVIL RIGHT CERTIFICATION:

The actual certification is attached. The INRHA Board will be signing off on this certification stating we have complied with all rules and regulations.

16. FISCAL AUDIT:

We are required to conduct an audit, it was submitted to HUD without findings and we have several extra copies here if anyone would like to see it. If anyone has any further questions regarding the audit we would be glad to go over it at any time. There were no questions.

17. PHA ASSET MANAGEMENT:

Not applicable to Section 8 Only Agencies.

18. OTHER INFORMATION:

We took Resident Advisory Board (RAB) comments into consideration and addressed them. These will be attached in a document as notes from the meetings. The RAB then decided how to elect a Section 8 participant to the INRHA Board of Commissioners. Due to the time and overall commitment of the individuals on the RAB it was felt that it would be in the best interest of the RAB and INRHA to have the RAB and any social service agency that is in regular attendance vote for the resident on the INRHA Board. Any adult as a regular RAB, Agency Plan Meeting attendee can vote for himself or herself. Under the 'Consistency with Consolidated plan', all parts of the INRHA Agency Plan will be consistent with the State of Iowa plan, needs & activities are based on the plan and we have consulted with the plan.

This concludes the planning process.

A huge THANK YOU goes out to all involved.

We could not do it without you 😊

Merry Christmas!

**Iowa Northland Regional Housing Authority
INRHA
Personnel Policy**

Dated 1/27/00

Section I Purpose, Adoption, and Scope of Policy

- A. Purpose**
- B. Modification and or Revocation**
- C. Administration**
- D. Scope of Policy**

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- A. Policy Statement**
- B. Nondiscrimination**
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Section III Job analysis, Description and classification

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- B. Selection of New Employees**
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 - 1. Probationary Period for New Employees**
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Section VI Compensation Program

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- 1. Salary Ranges**
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SECTION VII Resignation and Termination and Lay-Off

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B. Reduction in Force

SECTION VIII Disciplinary action & causes for immediate dismissal

SECTION IX Benefits

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- 1. Accrual of Medical Leave**
- 2. Accumulation of Medical Leave**
- 3. Approval of Medical Leave**

B. Paid Leave of Absence (Holidays, Vacations) Administration

- 1. Vacation Policies**
- 2. Holidays**
- 3. Bereavement Leave**
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C. Unpaid Leave or Absence, Administration

- 1. Maternity Leave**
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D. Insurance, Worker's Compensation, Retirement

- 1. Group Insurance**
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- 1. Authorized Expenses**
- 2. Disciplinary Action**
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Section XI Grievances and Appeals

Section XII Sexual Harassment Policy

Section XIII Drug Free Work Place Policy

Section XIV INRHA'S Smoke Free Environment

Section I: PURPOSE, ADOPTION, AND SCOPE OF POLICY

A. Purpose

This manual is not intended and does not create a contract of employment between the employer and the employee.

It is the purpose of this Manual to provide a uniform, comprehensive and efficient system of personnel administration for the Iowa Northland Regional Housing Authority (INRHA) to insure:

1. That employment with the INRHA shall be as attractive as possible from a career prospective.
2. That all appointments, promotions, and separations under INRHA service shall be on the basis of performance and fitness.
3. That position classification and compensation plans for the INRHA will be founded on the principle of like compensation for like work.
4. That each employee shall be encouraged to render his or her best service to the INRHA.
5. That the citizens of INRHA can be assured that their best interests are being served by the employment of the highest possible caliber of personnel.

B. Modification and or Revocation

The INRHA Board Members may at any time modify or revoke any or all of these Regulations.

C. Administration

The INRHA will provide each employee with a copy of the current INRHA Employee Personnel Policy and Procedures work rights and

obligations pertaining to the employee. Any changes in personnel policy, procedures, work rights, and obligations shall be communicated to the employee in writing within thirty (30) days of such change. The Director shall have the primary responsibility of enforcement of the provisions and purposes of this personnel policy.

D. Scope of Policy

The policies enunciated herein apply to all employees except when in conflict with State or Federal Law.

Section II: POLICY, AFFIRMATIVE ACTION AND EMPLOYEE
POLITICAL ACTIVITY

A. Policy Statement

These Regulations have been written with the realization that the strength and future growth of the INRHA depends directly on the individual contribution made by every employee. These Regulations further recognize that high productivity and efficiency result from individual job satisfaction.

The policy of the INRHA is to be always frank, fair, and honest with its personnel and to respect the individual rights of all employees. The INRHA shall continue to strive to achieve mutual respect in working relationships and insist that the Board of Directors do all in their power to carry out such a policy. To continue working together successfully, each employee and each Board Member must realize that harmonious relationships are not entirely a matter of rules but are the outgrowth of daily decisions and cooperative attitudes.

B. Nondiscrimination

The INRHA acknowledges that equal opportunity for all persons are a fundamental human value. Consequently, it is the policy of the INRHA to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities without

discrimination because of race, color, creed, age, religion, national origin, sex, marital status, public assistance status or rights within the INRHA to the extent permitted by law. To implement this policy, the INRHA requires that every person making application for, currently employed by, or applying for further vacancies in the employ of the INRHA will be considered on the basis of individual ability and merit, without discrimination or favor.

C. Political Activity of Employees

1. Prohibited Activity according to Section 1502 (A) of Title 5, United States Code (The Hatch Act) prohibits a state or local employee, whose employment is in connection with an activity which is financed in whole or in part by loans or grants from the United States government, from the following political activity:
 - a. Use of official authority or influence for the purpose of interfering with an election of nomination for office, or affecting the results thereof.
 - b. Directly or indirectly coercing, attempting to coerce, instructing, or advising any other employee to pay, lend or contribute any part of value to any party, organization, agency, or person for partisan purposes.
 - c. Active participation in political management or in political campaigns: Such activities shall be brought to the attention of the Executive Board for action as may be deemed appropriate.

SECTION III: JOB ANALYSIS, DESCRIPTION AND CLASSIFICATION

A. Job Analysis, Position Justification

Employment Classification

There shall be three classifications of employees, full time employees, temporary part time employees, and permanent part time employees.

1. Full-Time Employees. A full time employee is a person hired to fill a full time departmental position and works minimum (or equivalent) of eight (8) hours per day, five (5) days per week, fifty-two (52) weeks per year, less earned vacation and sick leave benefits and is entitled to all fringe benefits provided by the INRHA.
2. Temporary Part-Time Employees. A temporary part time employee is an employee who is compensated at an hourly rate for the actual number of hours worked, receives no fringe benefits of any kind, and whose employment is of an indefinite duration to fulfill a specific assignment, usually not to exceed ninety (90) days.
3. Permanent Part-Time Employees. An employee so designated by the Director, who works less than the standard work hours, but works no more than 1,040 hours in consecutive pay periods per year, is eligible for prorated vacation, sick leave, and holidays. May receive fringe benefits which can be used only after the initial 1,040 hours of service which is optional.
4. Anniversary Date
 - a. Full Time Employees: The anniversary date for full-time employees, for purposes of seniority, shall be each yearly anniversary of the first day of employment.

B. Job Description

A job description shall be established for each position and shall be reviewed by the INRHA Board prior to authorization to establish the position. Each position description shall include the following components: Title, department, status, job duties, knowledge, skills, and abilities, and minimum qualifications. Job descriptions shall be maintained on file in the Administration Department.

Prior to posting, the descriptions and qualifications for each position will be closely examined to determine the extent that the existing descriptions and qualifications present artificial barriers to employment in the position. Posted qualifications will be the minimum required for satisfactory performance in the position.

Each Full-Time employee shall be provided a copy of a current job description for his/her position. At least once a year, the supervisor shall review position descriptions of subordinate employees for currency. In the event an employee is performing duties and responsibilities not contained in the job description, the Executive Director shall draft a revised job description and send a copy to the Executive Board. Revised position descriptions that include requests to change the salary range established for the position shall be considered via policy for position reclassification.

C. Job Classification

A job classification framework will be developed and regularly updated. A job evaluation system will be developed to determine job classification.

It is the intention of the INRHA on an ongoing basis to analyze, describe, and evaluate each position and to adopt compensation and classification plan.

SECTION IV: EMPLOYEE APPOINTMENT

A. Job Posting

A copy of this Personnel Policy and Procedures Manual and a copy of each required EEO poster will be posted and maintained on each bulletin board or space reserved and marked as an INRHA Employment Information Center for perusal by employees and the general public.

All notices of any position vacancy in the INRHA organization, including newly created positions, shall be posted on INRHA bulletin board for a period of not less than ten (10) working days, with

instructions for making application, and time filled without discrimination or favor as described in this policy. Current employees will be reviewed first. If no current employees apply for an open position, outside advertisement will begin.

B. Selection of New Employees.

All applications for staff employment in the INRHA shall be made at the INRHA office. All applications for Director shall be presented to the Executive Board, or their committee. Each applicant shall complete an approved application form and such completed application form shall be filed in the INRHA office. Employment application forms will include job-related questions only. All interviews shall be at a minimum between the Executive Director and the potential employee.

The selection of the most qualified candidate shall be made by the Director. All persons selected must meet the minimum qualifications for that position.

The INRHA administration shall notify all applicants of the fact of non-selection for employment. Such applicants will be returned to the active application file for consideration in the screening for similar position vacancies. All applications for employment will be held for a period of not less than one year. A record will be maintained of such applications for use by the INRHA office in determining any illegal discriminatory pattern in employment.

No person shall be considered for full-time employment if a relative is currently employed in the INRHA. Relative is defined to include brother or sister, mother or father, son or daughter, and spouse.

C. Employee Orientation

All employees will be informed as to their rights and responsibilities as INRHA employees. Information relative to the safety and security of the office will be presented to each employee.

D. Employee Probationary Period

1. Probationary Period for New Employees.

A six (6) month probationary period shall be mandatory for all new employees. Any such employee may be dismissed without cause during his/her probationary period with the approval of the Director. Such dismissal shall not be subject to the procedures contained in this Policy Manual, but may be grievable under this Policy Manual if the dismissed employee feels his/her affirmative action rights have been violated. Unless dismissed within the six (6) month probationary period, such employee shall attain full-time/part-time employee status. During this probationary period, a new employee shall accrue fringe benefits.

2. Probationary Period for Employees Accepting a Promotion. A six (6) month probationary period shall be mandatory for all employees accept a new position. Any such employee may be demoted without cause with approval of the Director during probationary period. Such an employee shall retain all aspects of full-time employment status during this probationary period.

E. Performance Evaluations

Each employee shall be expected to perform their job description duties to the fullest of their ability. All performance appraisals shall be in writing, shall be reviewed with the employee and made part of the employee personnel file. An employee claiming discriminatory practice in performance appraisals may appeal through the grievance procedure.

However, at a minimum, a performance review between the employee/Director must be held at the end of such six (6) month probationary period, during regular employment at least annually and on an as need basis. Performance evaluation materials will be provided. Evaluations will be held on an as needed basis, at the end of each employee's probationary period and subsequent anniversary date for the purpose of joint Director/Employee evaluation. The completed evaluation materials are to be returned to the office to become a

permanent portion of the employee's personnel file and a copy shall be given to the employee.

SECTION V: Employee Rules and Regulations

A. Employee Work Rules and Regulations

1. Hours. All full-time employees shall be expected to work the equivalent of an eight (8) hour day, forty (40) hour work week, except for authorized absences. Normal working hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday, or an equivalent number of hours by an arrangement of working schedule by the Director.

SECTION VI: Compensation Program.

A. Compensation Program Administration

Time sheets are required before paychecks are issued. Paychecks will be issued on the 15th and last day of each month.

Fringe benefits allotment, accrual, and the procedure in claim to fringe benefit payment shall be uniform for all INRHA positions. In no instance will discriminatory practice justify a difference in the allotment, accrual and/or procedure in claim to fringe benefit program.

The anniversary dates for full-time and permanent part-time employees, for purposes of seniority, shall be the yearly anniversary of the first day of employment for full-time employees, and the accumulation of 2,080 hours for part-time.

To facilitate the recording of vacation, sick leave, overtime, other leaves and hours worked, all employees shall attach leave slips to the time sheet in which the leave was taken.

Suitable forms shall be available for use in time reporting. Every time report shall be signed by the Director and then forwarded to the Bookkeeper who shall be responsible for keeping records of the employee's accruals.

1. Salary Ranges.
The Board shall review salaries of employees annually.
2. Probationary Period, Compensation.
Employees are not eligible to receive a salary increase within the first six (6) months of continuous work comprising the probationary period. No probationary employee shall be paid below the salary range minimum for the position.
3. Annual Salary Review. Incumbents beyond 12 month Employment.
Employees, who pass their probationary period by July 1, may at the Executive Boards discretion receive a merit increase by July 1, of each year. Pending satisfactory ratings of performance appraisals for the preceding months.

B. Employee Overtime Compensation

There shall be no overtime worked without prior approval by the Director. In accordance with the Fair Labor Standards Act, all nonexempt employees will receive overtime pay at 1 1/2 times the regular hourly rate or compensation time at 1 1/2 hours off for 1 hour of overtime for all approved time in excess of forty (40) hours in any work week.

In the event a professional employee is required to devote an unusual amount of extra time to work for the INRHA, the Director may provide for compensatory time off for such employee. (Hour for hour).

SECTION VII: RESIGNATION AND TERMINATION AND LAY-OFF

A. Resignation and Termination

If an employee wished to resign from INRHA service, the employee shall submit his or her written resignation to the Director. To resign in good standing, the employee must give at least 10 working days notice of his/her intention. Failure to give required notice is grounds for

forfeiture of severance benefits as described in the following paragraphs.

An employee who gives unsatisfactory service or who is guilty of a violation of regulations shall be subject to immediate dismissal. In such cases, the employee, if she/he desires, shall be given a hearing before the Director and/or the Board of Commissioners.

B. Reduction in Force

An employee may be laid off when his or her position is abolished, or when there is a lack of funds or lack of work. So far as possible, employees with the shortest terms of service shall be laid off first.

Prior to such termination of employment an employee shall receive at least ten working day's notice, by memorandum stating the reasons. Employees laid off shall be the first to be hired back to fill their positions when funds or work become available or new positions are created which such employees are qualified to fill, if such employees are available for work, and wish to return to their employment.

SECTION VIII: DISCIPLINARY ACTION AND CAUSES FOR IMMEDIATE DISMISSAL

A. Disciplinary Action

For any employee who has successfully completed his/her probationary period, disciplinary action for minor rule infractions, incompetence, or inefficiency in the performance of employment-related duties shall be carried out as follows:

1. Written warning of a decision by the Director of the occurrence of minor rule infractions, incompetence, or inefficiency shall be issued to said employee. Such notice shall state the rule(s) violated and/or the basis for the Director's decision concerning incompetence or inefficiency, and shall be acknowledged by the employee's signature. This warning notice shall remain in

effect for a period of six (6) months from the date of its issuance.

2. Within the six (6) month period that the warning notice is in effect, the commission of a subsequent minor rule infraction, the failure on the part of the employee to correct the incompetence or inefficiency shall be cause for dismissal or demotion by the Director.

B. Immediate Dismissal

An employee may be dismissed for repeatedly violating established policies and procedures of a major nature. On the first occasion of such behavior, the Director shall give the employee a written warning. Prior to such termination of employment, an employee shall receive at least five working days notice, in writing, stating the reasons, unless in the judgment of the Director, the violation is so flagrant as to render such notice inappropriate. An employee to whom notice is given may be directed to take remaining annual leave or compensatory time, at the discretion of the Director.

In the case of theft or serious destruction of official property, of deliberate falsification of information given at the time of employment of a serious nature, an employee may be dismissed without previous warning or notice.

An employee may be separated for unsatisfactory services whenever work habits, attitudes, production or ability to handle the duties of the position fall below the desirable standards for continued employment. No employee may be so separated; however, unless he or she has received at least one written warning from the Director, and been granted a reasonable period of time to reach the standards desired.

Employees separated for unsatisfactory service shall receive at least 5 working days notice, unless immediate termination of employment is deemed necessary.

SECTION IX: BENEFITS

A. Medical Leave

Medical leave is a period of absence with pay granted to employees in any of the following circumstances that constitutes an immediate emergency.

When incapacitated for duty by sickness, injury, or confinement for medical, dental or optical treatment.

In the event a member of the immediate family, to wit: spouse or child of an employee is afflicted with a disease, illness, or disability, any of which requires the care and attendance of the employee.

When through exposure to contagious disease, the presence of the employee at work would jeopardize the health of others. "Contagious disease" is defined as a disease subject to quarantine or requiring isolation of the patient by health authorities having jurisdiction.

1. **Accrual of Medical Leave.** Medical leave shall be accrued by permanent full-time employee at the rate of 1 day per each full month worked. (Each full time employee begins employment with 10 days). Permanent part-time employees shall accrue medical leave in proportion to the fractional part of months worked. Medical leave continues to accrue to an employee's credit during approved absences. An employee on leave of absence without pay shall not earn medical leave.
2. **Accumulation of Medical Leave.** Medical leave not used during the leave year in which it accrues, shall accumulate and be available for use in succeeding years. The accumulation shall be limited to 90 days.

An employee in good standing who accumulates unused Medical Leave for six (6) months is eligible for 1 (8 hours) Casual Day. Not to exceed 2 casual days per year. Casual Days earned must be used within the year that they are earned, or they are forfeited.

3. Approval of Medical Leave. The Director shall approve medical leaves. Medical leaves to be approved in all bonafide cases in which the employee has leave to his credit. Medical leave for medical, dental or optical appointments shall be requested in advance. In all other situations, the employee shall notify the Director as early as practicable on the first day of absence. Failure to give such notice without good cause may result in loss of pay for days involved. The Director may require that a medical certificate support an absence.

B. Paid Leave of Absence (Holidays, Vacations)

1. Vacation Policies

- a. During the first year of employment, annual leave for full-time employees will be accrued at the rate of 1/2 day for each calendar month worked. Beginning the second year of employment, annual leave will be accrued at the rate of 1 day for each calendar month worked. Beginning the ninth year of employment, annual leave will be accrued at the rate of 1 1/2 days for each calendar month worked. Annual leave may be accrued to a maximum of thirty days. Vacation days accrued past thirty (30) days are lost. Only accrued vacation days may be taken.
- b. Permanent part-time employees shall accrue annual leave in proportion to the fractional part of months worked.
- c. Temporary part-time employees shall not accrue annual leave.
- d. Annual leave shall be credited to employees' accounts at the end of each month and shall be available for use as it is earned.
- e. Approval of Annual leave shall be made by the Director. Annual leave shall be requested and approved in advance, with a period of notice of three working days, except in emergency situations.

The approval or disapproval of annual leave shall not be used as a means of disciplinary action, or withheld without good cause.

- f. An “Annual Chart” or other written illustrative document shall be utilized to indicate accrued leave, leave taken and leave balance for each employee. This leave accounting system shall be maintained by the Bookkeeper and up-dated on a monthly basis.

2. Holidays:

The following is a list of paid holidays observed by all INRHA employees:

New Year’s Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day & Day After
Presidents’ Day	Christmas Eve (or day after)
Good Friday	Christmas Day
Memorial Day	Independence Day

Should a legal holiday fall on Sunday, the following Monday will be observed. Should a legal holiday fall on Saturday, the preceding Friday will be observed. INRHA will be closed on all approved holidays.

3. Funeral Leave:

A permanent employee may be granted leave with pay when a death occurs in the immediate family. Immediate family members shall include for both the employee and the employee’s spouse: children, grandchildren, grandparents, parents, brothers, and sisters. Also included under this definition is the employee’s spouse. Ordinarily the maximum amount of leave with pay for funeral leave is three (3) consecutive days. However, where circumstances warrant, the Director may authorize a longer period of leave with pay, not to exceed five (5) working days. If an employee takes time off for

the funeral of any person other than members of his immediate family as defined above, such time off shall be leave of absence, without pay, unless the employee elects to take vacation time at the Directors discretion.

4. Court Duty:

Employees subpoenaed as witnesses or called and selected for jury duty shall receive their regular compensation and fringe benefits. Pay received for jury or witness duty must be given to the INRHA by the employee. Pay for the employee may keep expenses.

C. UNPAID LEAVE OR ABSENCE

1. Maternity Leave

Disabilities caused or contributed to by pregnancy, miscarriage, and recovery therefrom are, for all job-related purposes, temporary disabilities, and are treated as such under the INRHA leave plan, and accumulated medical leave may be used. A woman anticipating maternity shall be entitled to a leave of absence according to rules governing unpaid leaves. When said employee gives notification to the INRHA of her desire to return to work, the INRHA shall reinstate said employee within two weeks from receipt of notification and in accordance with the seniority provisions of the INRHA for its employees.

2. Leave without pay:

a. Absence without proper authorization or approval shall be considered leave without pay and may be considered sufficient cause for suspension or dismissal of the

employee at the discretion of the Director or the Executive Board.

- b. Leave without pay may, where necessary, be granted at the discretion of the Director or the Board, not to exceed two months in one calendar year. However, personal leave shall not be granted unless all applicable vacation and sick leave have been used except in the case of funeral leave.
- c. Agency paid benefits (except for health as noted herein) and seniority shall not accumulate during personal leave (defined as leave without pay in excess of five consecutive working days) authorized or unauthorized by the Director, but accrued agency benefits shall remain on record at the inception of the leave of absence and shall resume upon the return of the employee.

D. INSURANCE, WORKER'S COMPENSATION

1. Insurance Benefits:

The INRHA will pay in to a group insurance plan (4/99: Blue Cross Blue Shield) up to \$150.00 per month for any combination of health insurance premiums.

Those hired prior to 4/99 may still opt for the following option: the INRHA will reimburse each employee up to \$150.00 per month for health insurance premiums privately purchased by the employee.

Receipts for premiums must be presented to the Director for reimbursement, through the INRHA's Cafeteria Plan.

2. Worker's Compensation:

An employee receiving compensation under worker's compensation will be processed in the following manner, which applies only so long as the employee has accumulated unused sick leave:

- a. The employee will keep the worker's compensation check and provide the Director with a copy of the check.
- b. The INRHA will pay the employee the difference between the worker's compensation check and full salary.
- c. The employee's sick leave will be reduced by the amount of pay of the compensation check translated into hours and days.

If any employee does not wish to have his accumulated sick leave reduced through the process described above, such employee may choose an option of declining compensation by the INRHA and retention of the Worker's compensation checks. A doctor's certificate shall be required to show the ability to work at his/her former job classification. The employee is obligated to inform the Director of the amount of the worker's compensation payment immediately upon receipt of such payment. Failure to notify the INRHA Director upon receipt of such payment shall be subject the employee to discharge from employment.

E. Work Expense Payment:

1. Authorized Expenses:

a. Privately-Owned Automobile.

Employees will be reimbursed for traveling on official INRHA business with a private automobile at the prevailing mileage rate (\$.30/Mileage rate to be set by the INRHA Board). When two or more employees are traveling in one car, reimbursement shall be made to one employee. Mileage shall be paid on the most reasonable direct route as follows:

- (1) When traveling from the office on a work related activity and then returning to the office, mileage allowance shall be actual miles traveled.

- (2) When traveling from the employee's residence to the office, mileage shall be any miles to and from the work site in excess of those that the employee would have had to travel to the office from home.
- (3) When traveling from the office to work site to the employee's residence, mileage shall be the excess of those miles that the employee would normally have had to travel from the office to home.
- (4) When traveling from residence to a work site and then returning to residence, mileage will be based on proximity between work site and residence or office, whichever is nearer upon leaving and whichever is nearer upon returning. On other than normal working hours, total mileage traveled is allowed.

b. Lodging, Meals, and Incidentals.

Employees may claim reimbursement for lodging, Meals, and incidentals at actual cost in accordance with the following:

- (1) Charges for lodging will be reimbursed for a conference, seminar, meeting, etc., and those nights when the event is actually in session or when a flight that night is not available.
- (2) In the case of meal expenses incurred for a conference, seminar and meetings, (out of town or locally), meals will be reimbursed up to a maximum of \$25.00 per day. Expenses exceeding this amount, must be approved by the Director, (for example the expense occurs in a higher than normal priced city). It shall be the responsibility of the Director to review the expense report and assure that the expense is not a substitute for that which would normally be incurred by the employee in day-to-day personal expenses.

- (3) In the event that meals are included in any registration or tuition fee, other charges for meals shall not be allowable.

2. Disciplinary Action:

Any violation of this policy shall subject the employee to disciplinary action as set forth in the Personnel Policy and Procedures Manual.

3. Billings.

All employee claims for reimbursement for allowable expenses and mileage shall be filed with the Director. Whenever possible, employees shall make travel and accommodation arrangements in advance and request that INRHA be billed. All authorized travel expenses that are not billed directly to the INRHA are to be paid by the employee; subject to reimbursement upon approval of an Employee Expense Report submitted monthly.

F. Tuition Reimbursement

Any full-time employees who, in order to improve his/her work performance, takes courses which have a direct relationship to work, may receive a refund, not to exceed \$250.00 per fiscal year, in the amount of tuition, books, and supplies required to complete the course.

An employee desiring to take advantage of this training program must fill out an application and have the course work approved, previous to enrollment, by the Director. Factors upon which an employee's eligibility depends include the past work record of the employee, his/her performance ratings, length of service, the relevancy of the course work to the position, the status of the educational institute and the availability of funds.

SECTION X: PERSONNEL FILES

A service record is required to be maintained for every employee and

shall contain complete information pertinent to his/her employment, including dates of employment and pay change.

A detailed and accurate leave record shall be maintained for each employee as prescribed by HUD procedures and the Fair Labor Standards Act of 1938 as amended.

SECTION XI: GRIEVANCES AND APPEALS

A grievance is a wrong, real or imagined, considered by an employee as grounds for complaint. All employees shall have the right to file a grievance if they believe an injustice has been done because of:

- A. Lack of Policy
- B. A policy that is unfair.
- C. A deviation from or misinterpretation of an official policy.
- D. A disagreement with another employee or supervisor.
- E. An unfair application of procedures of regulations.

Grievances of the nature described above shall be presented to the Director, whose responsibility it shall be to consider any grievance presented, to initiate corrective action, and to resolve the problem for the employee. If the employee is still dissatisfied with the result, he or she may in writing request a hearing before the Executive Board. Such a written request shall be filed with the Chairperson of the INRHA within 7 days prior to the next regular meeting of the Board. The Board shall have the option in such complaints as above to hear said request or deny hearing. If hearing is denied, the Director's decision on the matter becomes final.

If the grievance is in regard to the Director, the employee or staff has the authority to go directly to the Executive Board.

All personnel matters arising out of position classification, suspension, demotion, dismissal or other disciplinary action follow the procedure above. However, the Director shall furnish all members of the Board with the Employee's written statement at least 7 days prior to the next meeting of the Board. The decision of the Board shall be final.

SECTION XII. Sexual Harassment

Prohibition Statement. The INRHA prohibits sexual harassment in the work place. The following procedures and policies regarding sexual harassment are promoted for our employee's protection of their individual rights in employment.

Defining Sexual Harassment in the Work Place.

- A. The EEOC guidelines specify that "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitutes sexual harassment when,
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or;
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Who to Report to:

An employee should immediately report sexual harassment to the Executive Director. If the employee is unwilling or unable to report to the Director, the conduct should be reported to a member of the Executive Board of the INRHA. The person to whom the complaint is made shall take immediate action in investigating the complaint. The investigator should take all reasonable and necessary actions to investigate the complaint, including but not limited to interviewing witnesses, taking written statements, etc.

C. Discipline:

If the Director or Executive Board Member determines that there was in fact sexual harassment in the work place, discipline will result. The

employer shall take remedial, corrective, and/or punitive action against any employee determined to have committed sexual harassment.

SECTION III: DRUG FREE WORK PLACE POLICY

A. Definition of Prohibitions and Work Place:

The unlawful manufacture, distribution, dispensation, possession, possession for sale or distribution, or use of a controlled substance is PROHIBITED in the work place of the Iowa Northland Regional Housing Authority, (INRHA). The presence of any detectable amount of any illegal drug on any employee while performing agency business or while in the INRHA work place is PROHIBITED. Furthermore, the INRHA will provide a smoke-free environment on all INRHA property.

The work place of the INRHA is defined as:

1. Any building and or office occupied by INRHA employees for the purpose of conducting business.
2. Any and all vehicles owned or leased by the INRHA.
3. Any private vehicle used by an employee for travel for which they are reimbursed mileage or paid a wage.

Appropriate disciplinary actions, which may include termination, will be taken against any employee for a violation of this Policy.

B. Controlled Substances:

A controlled substance for purposes of this Policy means a controlled substance listed in schedules of I through V of Section 202 of the Controlled Substance Act (21 U.S.C. Section 812), and as further defined by Federal regulations (21 C.F.R. Sections 1300.11 through .15). This list includes, but is not limited to marijuana, heroin, PCP, cocaine, and amphetamines. Also defined as a controlled substance for the purposes of this Policy are drugs that can be legally obtained but were not legally obtained, including prescription drugs.

C. Action taken:

When a supervisor suspects an employee of violating these prohibitions, they will notify the Executive Director. The Executive Director will take action, as he/she deems appropriate as outlined by this policy.

Any employee convicted of the unlawful manufacture, distribution, or dispensing of a controlled substance in the work place shall be terminated from employment.

Any employee convicted of the unlawful possession or use of a controlled substance in the work place shall be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, local health, law enforcement, or other appropriate agency. Persons refusing to participate in such a program shall be terminated. Persons who successfully complete a program of rehabilitation as defined by the assisting program, shall be reinstated to their original position, providing that all actions taken by the Executive Director or his/her designee have priority.

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SECTION 8 ADMINISTRATIVE PLAN

1.0 INTRODUCTION

1.1 MISSION STATEMENT

The Mission statement of the Iowa Northland Regional Housing Authority, (INRHA), is to assist low-income families in obtaining decent, safe, affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. This Housing Authority is committed to operating in an efficient, ethical, and professional manner. Partnerships will be created and maintained with its clients and appropriate community agencies in order to accomplish this mission.

1.2 GOALS AND OBJECTIVES

In order to achieve its mission the INRHA will work toward the realization of the following goals over the next five years.

- A. Goal One:
Improve the quality of assisted housing.
- B. Goal Two:
Increase assisted housing choices.
- C. Goal Three:
Promote self-sufficiency and asset development of assisted households.

1.3 PURPOSE OF POLICY

The purpose of this plan is to establish guidelines for the INRHA staff to follow in determining eligibility for the Section 8 programs. The basic guidelines for this plan are governed by requirements of the Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing admissions and continued occupancy are outlined in this plan and these requirements are binding upon applicants, tenants, landlords, and to the INRHA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

2.0 EQUAL OPPORTUNITY

2.1 FAIR HOUSING

It is the policy of the INRHA to fully comply with all Federal, State, and local nondiscrimination laws including: Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, 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 INRHA Housing Authority housing programs.

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

The INRHA will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The INRHA 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.

2.2 REASONABLE ACCOMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the INRHA 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 INRHA will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the INRHA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

2.3 COMMUNICATION

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. Any request

must be in writing, stating what the request is and how it is related to the individual's disability (specifics of the disability are not to be listed).

All decisions granting or denying requests will be in writing.

2.4 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

- A. Is the requester 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 an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the INRHA 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 INRHA will obtain documentation that the requested accommodation is needed due to the disability. The INRHA 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 INRHA business is housing. If the request would alter the fundamental business that the INRHA conducts, that would not be reasonable. For instance, the INRHA would deny a request to have the INRHA 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 INRHA may request a meeting with the individual to investigate and consider equally effective alternatives.

Generally the individual knows best what they need; however, the INRHA retains the right to be shown how the requested accommodation enables the individual to access or use the INRHA programs or services.

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

The cost necessary to carry out approved requests will be borne by the INRHA if there is no one else willing to pay for the modifications. If another party pays for the modification, the INRHA 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.

2.5 *SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS*

The INRHA will endeavor to have access to people who speak languages other than English to assist non-English speaking families and to print publications when feasible in English, Spanish, or any other language commonly spoken locally.

2.6 *FAMILY/OWNER OUTREACH*

The INRHA 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 INRHA will distribute posters containing information about the housing programs offered by the INRHA in public buildings, social service agencies, and local businesses and industries. The INRHA will also try to utilize public service announcements to local radio stations.

The INRHA 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.

2.7 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 or unless disclosure is authorized under Federal or State law or regulation.

2.8 REQUIRED POSTINGS

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

- A. Statement of Policies and Procedures that Governing the Section 8 Administrative Plan
- B. Notice of the status of the waiting list (opened or closed)
- C. Address of the INRHA office, office hours, telephone number, and TDD number.
- D. Utility Allowances
- E. Income Limits for Admission
- F. Informal Review and Informal Hearing Procedures
- G. Fair Housing Poster
- H. Equal Opportunity in Employment Poster

3.0 INRHA AUTHORITY/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the INRHA, the Section 8 Owners/Landlords, and the participating families.

3.1 INRHA RESPONSIBILITIES

- A. The INRHA will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the INRHA Section 8 Administrative Plan.

- B. In administering the program, the INRHA:
 - 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; this initial inspection must be conducted within 15 calendar days from the receipt of the owner/families request. An inspection will only be scheduled after the Request for Lease approval has been submitted, then it will be date and time stamped for clarification and the owner/family will be given at least 24hrs notice. If an inspection cannot be done at the appointed time the inspection will be

rescheduled by the HA at the next available inspection date; the INRHA will schedule inspections every 2 weeks 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 based upon a point system, point range, rent range, and non-subsidized comparable units; written proof of this will be contained in each client's file.
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 INRHA utility allowance;
17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the INRHA, 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 INRHA decisions concerning applicants for participation in the program;
20. Conduct informal hearings on certain INRHA decisions concerning participant families;
21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and
22. Administer an FSS program.

3.2 OWNER RESPONSIBILITY

- A. The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.

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

3.3 OBLIGATIONS OF THE PARTICIPANT

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

- A. Supplying required information.
1. The family must supply any information that the INRHA 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 INRHA 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 INRHA Inspection

The family must allow the INRHA to inspect the unit at reasonable times and after at least 24hrs notice.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease. This is defined as being evicted from the unit by court action.

E. Family Notice of Move or Lease Termination

The family must provide written notification to both the INRHA and the owner 30 days prior to when the family plans to move out of the unit or terminates the lease by a notice to the owner. The notice must be received on or before the 1st of the month prior to the move.

F. Owner Eviction Notice

The family must within 10 days give the INRHA 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 INRHA must approve the composition of the assisted family residing in the unit. The family must within 10 days inform the INRHA of the birth, adoption or

court-awarded custody of a child. The family must request approval from the INRHA 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 within 10 days notify the INRHA if any family member no longer resides in the unit.
4. If the INRHA has given approval, a foster child/foster adult or a live-in aide may reside in the unit. The INRHA has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the INRHA consent may be given or denied. A live-in aide must reside in the unit to care for a family member who is disabled or at least 62 years of age.
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 INRHA to verify that the family is living in the unit, or relating to family absence from the unit, including any INRHA requested information or certification on the purposes of family absences. The family must cooperate with the INRHA for this purpose. The family must promptly notify the INRHA of its absence from the unit, which is for a period of longer than ten days.

Absence means that no member of the family is residing in the unit. A family must notify the INRHA if they will be absent from the unit for more than 10 days. The family may be absent from the unit for up to 30 days. The family must request permission from the INRHA for absences exceeding 30 days. The INRHA 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 INRHA

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.

4.0 ELIGIBILITY FOR ADMISSION

4.1 INTRODUCTION

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

to be admitted to the Section 8 Program.

4.2 **ELIGIBILITY CRITERIA**

A. Family status.

1. A **family** is defined by the INRHA as: A group of people with or without children related by blood, marriage, adoption, or affinity that lives together in a 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 **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.
4. 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.

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

B. Income eligibility

1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program shall be a low-income family that is:
 - a. A very low-income family whose annual income does not exceed 50% of the median income for the area as determined by HUD, with adjustments for smaller families. HUD may establish income limits high or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
 - b. A low-income family continuously assisted under the 1937 Housing Act whose Annual Income does not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller or larger families. (Section 982.201 (b) describes when a low-income family are income-eligible for admission to the voucher program.)
 - c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;
 - d. A low-income family that is a nonpurchasing 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 INRHA 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. The INRHA must not issue a participant a new voucher for portability if the participant vacated in non-compliance with the lease.
5. Families who are moving into the INRHA jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for the INRHA program. However, HAs will not issue a participant a new voucher for portability if the participant vacated their previous unit in non-compliance with the lease.
6. Income limit restrictions do not apply to families transferring units within the INRHA Section 8 Program.

C. Citizenship/Eligible Immigrant status

To be eligible each member of the family must be a citizen, national, or a noncitizen that 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, documentation of Social Security Card, 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 or is an emancipated minor, 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 INRHA to obtain from Iowa Workforce Development (IWD) 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 INRHA 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. All adult applicants and clients shall complete the INRHA Authorization for Release of Information when they are eligible for housing. The Housing Authority will request a check of local records for a criminal history of any applicant. If the individual has lived outside the local area the INRHA may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC) when funding is available. The INRHA will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members.

The INRHA 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 INRHA will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

5.0 MANAGING THE WAITING LIST

5.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced via public notice that applications for Section 8 will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation, public service announcements on local radio stations, posting in public building and in area businesses, 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 (i.e. other Housing Authorities) must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for Section 8. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

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

5.2 *TAKING APPLICATIONS*

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

Iowa Northland Regional Housing Authority
2530 University Ave. Suite #5
Waterloo, IA 20701

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

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

Applications may be made in person at the INRHA Office at 2530 University Ave. Suite #5 in Waterloo, IA 50701 on Monday through Friday from 8:00AM until 4:30 PM. Applications will be mailed to interested families who live outside the city limits of Waterloo and Cedar Falls upon request.

The completed application will be dated and time stamped upon its return to the INRHA.

Persons with disabilities who require a reasonable accommodation in completing an application may call the INRHA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf through the TDD-Relay. The TDD-Relay number is 1-800-735-2943. If the applicant is visually impaired, all notices must be in a format understandable to the applicant.

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 INRHA will make a preliminary determination of eligibility. The INRHA 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 INRHA 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 INRHA 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 reaches the top of the waiting list. The INRHA will ensure that verification of all preferences, eligibility, suitability selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

5.3 ORGANIZATION OF THE WAITING LIST

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

- A. The application will be a permanent file;
- B. All applications will be maintained in order of date and time of application;
- C. Any contact between the INRHA and the applicant will be documented in the applicant file.

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

5.4 MISSED APPOINTMENTS

Missed appointments or applicants who are more than fifteen minutes late to their appointment must reschedule their appointment within 24 hours of their original appointment. A limit of three appointments will be made, the need to reschedule an appointment more than three times or the applicant failing to reschedule their appointment within the time frame will have to re-apply to the INRHA program. (Extenuating circumstances will be considered.)

5.5 PURGING THE WAITING LIST

The INRHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

5.6 REMOVAL OF APPLICANTS FROM THE WAITING LIST

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

- A. The applicant requests that the name be removed;
- B. The applicant does not meet either the eligibility or screening criteria for the program.

5.7 GROUNDS FOR DENIAL

The INRHA 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 complete any aspect of the application or lease-up process;
- D. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs.
- E. 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;
- F. Have a family member who was evicted from public housing within the last three years;
- G. Have a family member who was evicted from assisted housing within three 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;
- H. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;
- I. If any family member has a history of criminal activity 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, the following guidelines have been set to dictate denial of assistance for individuals with a history as described above.
 - 1. Conviction of a drug related criminal activity including: illegal use or possession for personnel use of a controlled substance and/or drug trafficking. A conviction of the above crimes will result in a denial of assistance from any housing program for 3 years from the date of conviction.
 - 2. Any family member who commits a Violent Criminal activity (as defined) will result in a denial of assistance from any housing program for 3 years from the date of conviction.
 - 3. Any family member who abuses alcohol in a way that would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents will result in a denial of assistance from any housing program for 3 years from the date of conviction.
 - 4. Any family member who violates the terms of the Voucher will result in a denial of assistance from any housing program for 3 years from the date of termination.
 - 5. Any family member who commits fraud, bribery, or another corrupt or criminal act regarding any Federal Housing program will result in a denial of assistance for 3 years from the date of termination.

- 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 INRHA may waive this requirement if:
 - 1. The person demonstrates to the INRHA 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 INRHA staff or residents;
- L. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);
- M. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).

5.8 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the INRHA, in writing, that they have ten 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 time-frame specified. The INRHA'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 INRHA will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the INRHA will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

5.9 *INFORMAL REVIEW*

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

6.0 *SELECTING FAMILIES FROM THE WAITING LIST*

6.1 *WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS*

The 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 INRHA will use the assistance for those families.

6.2 *PREFERENCES*

The INRHA will select families based on the date that the application was received by INRHA, no preferences govern the selection of applicants from the waiting list except for the below mentioned income requirements.

6.3 *SELECTION FROM THE WAITING LIST*

The INRHA is to admit no less than 75% of its new admission to the program to families that have income at or below 30% of the area median income, in accordance with the Deconcentration Rule. The HA will track the status of all new admissions monthly by utilizing income reports generated by the HA's computer system. The goal will be tracked monthly and if the HA is not reaching its goal, families will be skipped on the waiting list to admit a family that has income that is at or below 30% of area median income. The practice will continue until the HA achieves its goal. The HA's section 8 applicant selection process, which is contained with in this section 8 administrative plan provides for the skipping of families on the waiting list to accomplish this goal.

7.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The INRHA will issue a voucher based on the occupancy standards listed below – the bedroom size is a factor in determining the family’s level of assistance. Any change in the size of the voucher will only be made at the family’s annual renewal. The following guidelines will determine each family’s unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

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 INRHA 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 **will not** share a bedroom.
- C. Adults and children will not be required to share a bedroom.
- E. Foster–adults and children will not be required to share a bedroom with family members.

- F. A family unit size for any family consisting of a single person must be either a zero or one-bedroom unit, unless a live-in-aide resides with the family.
- G. Live-in aides will get a separate bedroom and must be counted in determining the family unit size.

The INRHA may grant exceptions to normal occupancy standards for a particular family if the INRHA determines that the exception is justified by the age, sex, health, handicap, or relationship or family members or other personal circumstances.

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

7.1 BRIEFING

When a family comes to the top of the INRHA waiting list the family is required to attend a meeting scheduled with a member of the INRHA staff to explain how the program works. In order to receive a voucher the family is required to attend this meeting. If they cannot attend the originally scheduled meeting, they must contact the INRHA to reschedule within twenty-four hours. If the family fails to attend two meetings without good cause, they will be denied admission.

If an applicant with a disability requires auxiliary aids to gain full benefit from the meeting, the Housing Authority make arrangements for those where in 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.

The meeting 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 (if and when applicable); and
- G. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income when first receiving assistance or moves to a new unit after 10/21/99.

7.2 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 INRHA 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 INRHA that may be available.
- O. Notice that if the family includes a person with disabilities, the family may request assistance from the INRHA in locating an available unit. The INRHA may contact landlords to discuss and encourage accessibility, and make referrals to proper agencies to aid in locating units such as Goodwill, Vocational Rehabilitation, Exceptional Persons, etc.
- P. The family's obligations under the program.
- Q. The grounds upon which the Housing Authority may terminate assistance because of the family's action or inaction.
- R. INRHA 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.
- S. The INRHA owner information brochure. This brochure can be given by the applicant to a prospective owner to help explain the program.

7.3 ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY

Beginning October 21, 1999, the INRHA 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 meeting with the caseworker, the INRHA 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.

7.4 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 a maximum of two thirty day 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 and the reason for

the request for an extension being made must be contained in the written request. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant an extension.

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 INRHA 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.

7.5 APPROVAL TO LEASE A UNIT

The INRHA 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.
- 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 when first receiving assistance or moves to a new unit after 10/21/99.
- C. The landlord and tenant sign a one year lease to include the HUD required addendum.
- 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.

7.6 INRHA 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.

- 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, INRHA employees or owner employees;
or
 - 2. _____ residences by neighbors.
- H. Other conflicts of interest under Federal, State, or local law.

7.7 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.
- 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 INRHA 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
- F. Manufactured home space rentals

The INRHA will approve leases for the following housing types:

- A. Single family dwellings
- B. Apartments
- C. Manufactured housing
- D. House boats

8.8 SECURITY DEPOSIT

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

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

8.0 MOVES WITH CONTINUED ASSISTANCE

Participating families are allowed to move to another unit within the INRHA jurisdiction within the initial 12 months, if the landlord and the participant have mutually agreed to terminate the lease, or if the Housing Authority has terminated the HAP contract. The INRHA will issue the family a new voucher if the family does not owe the INRHA or any other Housing Authority money, has not violated a Family Obligation, and if the INRHA has sufficient funding for continued assistance. If the move is necessitated for reasonable accommodation, the 12-month requirement will be waived.

8.1 *WHEN A FAMILY MAY MOVE*

For families already participating in the Certificate and Voucher Program, the INRHA will allow the family to move to a new unit if:

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

8.2 *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 INRHA's jurisdiction, will be required to attend a mover's briefing prior to the INRHA 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. Payment standards, exception payment standard rent areas, and the utility allowance schedule.
- C. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income.
- D. Portability requirements and opportunities.

- E. The need to have a reexamination conducted within 120 days prior to the move.
- F. An explanation and copies of the forms required to initiate and complete the move.
- G. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice thirty days prior to their intended day to terminate the lease that must be received on the 1st of the month prior to the families intended termination date. 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 INRHA'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 INRHA 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 INRHA 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 INRHA, 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.

9.0 PORTABILITY

9.1 GENERAL POLICIES OF THE INRHA

A family whose head or spouse has a domicile (legal residence) in the jurisdiction of the INRHA at the time the family first submits its application for participation in the program to the INRHA may lease a unit anywhere in the jurisdiction of the INRHA or outside the INRHA 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 in the jurisdiction of the INRHA at the time of its application, the family will not have any right to lease a unit outside of the INRHA 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 INRHA.

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 INRHA will not issue a voucher, and will terminate assistance in compliance with Section 17.0, Grounds for Termination of the Lease and Contract.

9.2 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.

9.3 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.

C. The HA must not issue a participant an new voucher for portability if the participant vacated in non-compliance with the lease.

9.4 PORTABILITY PROCEDURES

A. When the INRHA is the Initial Housing Authority:

1. The INRHA 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 INRHA will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).
3. The INRHA will advise the family how to contact and request assistance from the Receiving Housing Authority.
4. The INRHA will, within ten days, notify the Receiving Housing Authority to expect the family.
5. The INRHA 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 INRHA is the Receiving Housing Authority:

1. When the portable family requests assistance from the INRHA, the INRHA will within ten days 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 INRHA receives a portable family, the family will be absorbed if funds are available and a voucher will be issued.
2. The INRHA will issue a voucher to the family. The term of the INRHA's voucher will not expire before the expiration date of any Initial Housing Authority's voucher, Initial HA voucher dates will be used. The INRHA will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the INRHA during the term of the INRHA's voucher.
3. The INRHA will determine the family unit size for the portable family. The family unit size is determined in accordance with the INRHA's subsidy standards.
4. The INRHA will within ten 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 INRHA opts to conduct a new reexamination, the INRHA will not delay issuing the family a voucher or otherwise delay approval of a unit unless the recertification is necessary to determine income eligibility.

6. In order to provide tenant-based assistance for portable families, the INRHA 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 INRHA may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

C. Absorption by the INRHA

1. If funding is available under the consolidated ACC for the INRHA's Voucher Program when the portable family is received, the INRHA will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the INRHA'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 INRHA 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 for 80% of 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.

10.0 DETERMINATION OF FAMILY INCOME

10.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

To determine annual income, the INRHA 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 INRHA subtracts out all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

10.2 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 (2% 10/99), as determined by HUD.

4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
6. Welfare assistance.
 - a. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - i. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - ii. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 - b. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to

the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

c. If the amount of welfare assistance is reduced as a result of a lifetime 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.)

10.3 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 agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
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 sub marginal land of the U.S. that is held in trust for certain Indian tribes
- e. Payments made under HHS's Low-Income Energy Assistance Program
- f. Payments received under the Job Training Partnership Act
- g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
- h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
- i. Amount of scholarships awarded under Title IV including Work-Study
- j. Payments received under the Older Americans Act of 1965
- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act

- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the AmeriCorps Program

10.4 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

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

11.0 VERIFICATION

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

11.1 ACCEPTABLE METHODS OF VERIFICATION

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

Other information will be verified by third party verification. This type of verification includes written documentation (with forms sent directly to 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 INRHA or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

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

When neither third party verification nor hand-carried verification can be obtained, the INRHA will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

11.2 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 INRHA 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
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
		Stock or most current statement,

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Stocks	Letter from broker or holding company	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., 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	N/A

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
	<ul style="list-style-type: none"> - whether it is employment training - whether payments are for out- of- pocket expenses incurred in order to participate in a program 	

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/ eligible non-citizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. (They will be required to show proof of their status by such means as Social Security card, birth certificate, military ID or military 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 INRHA will make a copy of the individual's INS documentation and place the copy in the file. The INRHA also will verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the INRHA will mail information to the INS so a manual check can be made of INS records.

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

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

Any family member who does not choose to declare they 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 INRHA determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 36 months from the date of termination.

11.4 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 INRHA 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 INRHA 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.

11.5 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.

11.6 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.

12.0 RENT AND HOUSING ASSISTANCE PAYMENT

12.1 GENERAL

After October 21, 1999, the INRHA 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).

12.2 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.

12.3 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.

The INRHA has set rent reasonable amounts using the general method recommended by Nan McKay and Associates (1997). Nan McKay and Associates (1997) recommended that rent reasonableness determinations be made when units are first placed under contract with the HA and when owners request annual or special contract rent adjustments (1-7). This can be done during an inspection or survey by completing the "Rent Comparable Unit" form (See Form 1). Once this form has been filled out then the second form "Rent Reasonableness Schedule Form" (see Form 2) can be filled out in order to get the total number of points for that unit. The total form the section form will then be placed on the first sheet under the Total Points section.

A reasonable rental dollar amount can then be found for either the specific dollar amount with a reasonable rental range. A specific dollar amount can be calculated by multiplying the points earned from the Rent Comparable Unit form by 1.20 would yield a reasonable rent of \$366 ($305 \times 1.20 = 366$). The rent reasonableness dollar range for the same unit can be found using the Point/Dollar Range Table (see table 1) however; the amount must still be justified by the point system. According to the Point/Dollar Range table the same 2-bedroom apartment scoring 305 points falls into the moderate category. The dollar range for a unit in this category ranges between \$349 to \$534 so rent in this range for a moderate unit would be considered reasonable.

When a unit has been approved it is recommended that two and preferably three examples of comparable units be placed in the file with the approved unit (Nan McKay, 1997, p. 2-3). Examples of comparable units can be obtained from the Rent Comparable Book containing the survey date of rental units. When examples of comparable units are found the number of the comparable units can be logged on the Rent Reasonableness Certification form (see form 3) placed in the file with the approved unit. It is recommended that continuing data be

collected and added to the database on a regular and ongoing basis in order to maintain current data. The database should then be updated once a year.

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.

12.4 MAXIMUM SUBSIDY

The Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the INRHA and approved by HUD) determines the maximum subsidy for a family.

For a regular tenancy under the Certificate Program, the FMR/exception rent limit is the maximum initial gross rent under the assisted lease. This only applies until the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete.

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. (This excludes the INRHA service area of Black Hawk County where the maximum payment standard will be 100% of the FMR.)

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.

12.4.1 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 INRHA will review its determination of the payment standard annually after publication of the FMRs. The INRHA 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 INRHA may consider adjusting payment standards at times other than the annual review when circumstances warrant.

12.4.2 Selecting the Correct Payment Standard for a Family

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

12.4.3 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.

12.5 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 (not applicable in Iowa 10/99)

Plus any rent above the payment standard.

B. Minimum Rent.

The INRHA has set the minimum rent as \$ 0.

C. Section 8 Merged Vouchers

1. The payment standard is set by the Housing Authority at 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.

3. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly-adjusted income or moves to a new unit after 10/21/99.

D. Section 8 Preservation Vouchers (Not applicable to INRHA currently 1/00)

E. Manufactured Home Space Rental: Section 8 Vouchers (INRHA opt out)

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 INRHA will grant each family a period of 6 months to find suitable affordable housing. If the family cannot find suitable affordable housing, the INRHA 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.

12.6 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone - central air, and A/C not at this time 10/99), 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 INRHA main administrative office.

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.

12.7 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 INRHA a late payment, agreed to in the Contract and in accordance with generally accepted practices in the INRHA service jurisdiction.

12.8 CHANGE OF OWNERSHIP

The INRHA requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the INRHA's rent payment or the address as to where the rent payment should be sent.

In addition, the INRHA 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 INRHA may withhold the rent payment until the taxpayer identification number is received.

13.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

The INRHA 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 INRHA 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 either by mail or through phone contact. If the family can not 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 a family member is more than 15 minutes late for the scheduled inspection time then the inspection will have to be rescheduled and it will count as a missed inspection. If the family misses the scheduled inspection and fails to reschedule the inspection, the INRHA will only schedule one more inspection. If the family misses two inspections, the INRHA will consider the family to have violated a Family Obligation and their assistance will be terminated.

13.1 TYPES OF INSPECTIONS

There are seven types of inspections the INRHA 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.

13.2 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 INRHA will take prompt and vigorous action to enforce the owner obligations.

The INRHA'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 INRHA 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 INRHA and the INRHA 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 INRHA 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 INRHA 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 INRHA approved extension).
3. If the family has caused a breach of the HQS, the INRHA will take prompt and vigorous action to enforce the family obligations. The INRHA may terminate assistance for the family in accordance with 24 CFR 982.552.

13.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401

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

A. Sanitary Facilities

1. Performance Requirements

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

2. Acceptability Criteria

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

B. Food Preparation and Refuse Disposal

1. Performance Requirements

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

2. Acceptability Criteria

- a. The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. Either the owner or the family may

supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

- b. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.
- c. The dwelling unit must have space for the storage, preparation, and serving of food.
- d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

C. Space and security

1. Performance Requirement

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

2. Acceptability Criteria

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

- d. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

D. Thermal Environment

1. Performance Requirement

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

2. Acceptability Criteria

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

E. Illumination and Electricity

1. Performance Requirement

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

2. Acceptability Criteria

- a. There must be at least one window in the living room and in each sleeping room.
- b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.

- c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

- a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- b. The roof must be structurally sound and 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 agency, a lead-based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.

- e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of 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 until May 1st.
- 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 agency, an inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph 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 hydro blasting 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).

13.4 EXCEPTIONS TO THE HQS ACCEPTABILITY CRITERIA

The INRHA will utilize the acceptability criteria as outlined above with applicable State and local codes. Additionally, the INRHA has received HUD approval to require the following additional criteria:

- A. 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, until May 1st, as a severe weather related item as defined below.
- B. In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.
- C. A ¾” overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.

13.5 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS

- A. Correcting Initial HQS Fail Items

The INRHA 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 10 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 INRHA 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 INRHA 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 INRHA 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. For all other items, the owner will have up to 30 days to complete.

D. Extensions

At the sole discretion of the INRHA, extensions in writing 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 INRHA 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 outside concrete work for porches, steps, and sidewalks.

13.6 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, which could result in shock or fire
- J. Unusable toilet when only one toilet is present in the unit
- K. Security risks such as broken doors or windows that would allow intrusion

- L. Other conditions which pose an immediate threat to health or safety

13.7 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 INRHA 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 XYZ 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.

14.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S INSURING 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 INRHA 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.

14.1 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 INRHA 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 INRHA to remain eligible for the Section 8 Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages. The INRHA 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 INRHA 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 INRHA 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.

14.2 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 INRHA. This shall be done by either paying the full amount due immediately upon the INRHA requesting it or through a Repayment Agreement that is approved by the INRHA.

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.

15.0 RECERTIFICATION

15.1 ANNUAL REEXAMINATION

At least annually the INRHA 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 INRHA 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 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 INRHA will determine the family's annual income and will calculate their family share.

15.1.1 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.

15.1.2 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter “warning letter” will be mailed. The second letter will advise the family to contact the office and schedule an appointment by the 15th of the month following the first letter. The letter will also advise that failure by the family to attend the second scheduled interview will result in the INRHA taking action to terminate the family’s assistance. An appointment will be considered missed for the following reasons:

- Being more than 15 minutes late for the scheduled appointment time
- Not rescheduling the appointment within 24 hours
- All adults are not present

15.2 INTERIM REEXAMINATIONS

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

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

Families are required to report the following changes to the INRHA between regular reexaminations. These changes will trigger an interim reexamination.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Family break-up

In circumstances of a family break-up, the INRHA 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 INRHA 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 INRHA will make determinations on a case by case basis with the emphasis on #2 listed above.

The INRHA 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 written permission from the landlord must be attained, 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 INRHA 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 INRHA 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 INRHA will take timely action to process the interim reexamination and recalculate the family share.

15.2.1 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 INRHA may schedule special reexaminations every 90 days until the income stabilizes and an annual income can be determined.

15.2.2 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.

A family is responsible for reporting any change in income or family status to the INRHA within 10 days of the change. Changes that reported BEFORE the 15th that would cause a decrease in the family's portion of the rent will be done the 1st of the month following the verification of income. Increases in the family's portion of the rent will be done the 2nd month following the verifications of income. Families must supply what is requested.

16.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE INRHA

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 INRHA determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 36 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 a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.
- L. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.
- M. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.
- N. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the INRHA to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

All terminations will result in a 3 year ban of Section 8 Assistance with INRHA.

17.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS

17.1 COMPLAINTS

The INRHA will investigate and respond to complaints by participant families, owners, and the general public. The INRHA may require that complaints be put in writing. Anonymous complaints are investigated whenever possible.

17.2 INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

The INRHA 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 INRHA 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 INRHA 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 INRHA subsidy standards.
2. A INRHA determination not to approve an extension or suspension of a certificate or voucher term.
3. A INRHA determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A INRHA determination that a unit selected by the applicant is not in compliance with HQS.
5. A INRHA 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 INRHA.

C. Informal Review Process

The INRHA will give an applicant an opportunity for an informal review of the INRHA 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 INRHA 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 INRHA decision.
3. The INRHA will notify the applicant of the INRHA decision after the informal review within 10 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 INRHA 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 INRHA 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.

17.3 INFORMAL HEARINGS FOR PARTICIPANTS

A. When a Hearing is Required

1. The INRHA will give a participant family an opportunity for an informal hearing to consider whether the following INRHA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and INRHA 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 INRHA utility allowance schedule.
 - c. A determination of the family unit size under the INRHA subsidy standards.
 - d. A determination that a Voucher Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the INRHA subsidy standards, or the INRHA 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 INRHA policy and HUD rules.

2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f), of this Section, the INRHA will give the opportunity for an informal hearing before the INRHA terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not Required

The INRHA will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the INRHA.
2. General policy issues or class grievances.
3. Establishment of the INRHA schedule of utility allowances for families in the program.
4. A INRHA determination not to approve an extension or suspension of a certificate or voucher term.
5. A INRHA determination not to approve a unit or lease.
6. A INRHA determination that an assisted unit is not in compliance with HQS. (However, the INRHA 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 INRHA determination that the unit is not in accordance with HQS because of the family size.
8. A determination by INRHA 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 INRHA will notify the family that the family may ask for an explanation of the basis of the INRHA'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 INRHA will give the family prompt written notice that the family may request a hearing within 10 days of the notification. The notice will:
 - a. Contain a brief statement of the reasons for the decision; and
 - b. State this if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 of the notification.

D. Hearing Procedures

The INRHA and participants will adhere to the following procedures:

1. Discovery
 - a. The family will be given the opportunity to examine before the hearing any INRHA 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 INRHA does not make the document(s) available for examination on request of the family, the INRHA may not rely on the document at the hearing.
 - b. The INRHA will be given the opportunity to examine, at the INRHA's offices before the hearing, any family documents that are directly relevant to the hearing. The INRHA will be allowed to copy any such document at the client's expense. If the family does not make the document(s) available for examination on request of the INRHA, 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 INRHA, 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 INRHA hearing procedures.

4. Evidence

The INRHA 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 10 days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The INRHA is not bound by a hearing decision:

- a. Concerning a matter for which the INRHA 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 INRHA hearing procedures.
- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the INRHA determines that it is not bound by a hearing decision, the INRHA will notify the family within 10 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 INRHA 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 INRHA 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.

18.0 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 INRHA. 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 INRHA after the first year of the lease. The length of the notice that is required is stated in the lease (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 INRHA 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 INRHA 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 INRHA

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 under the regular Voucher Program.
- d. When the family breaks up and the INRHA determines that the family members who move from the unit will continue to receive the assistance.
- e. The INRHA 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.

19.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE

Occasionally, it is necessary for the INRHA to spend money of its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

The INRHA Board of Directors authorizes the Executive Director to expend without prior Board approval up to \$ for authorized expenditures.

Any item(s) exceeding \$ will require prior Board of Commissioner approval before any charge is made against the Section 8 Administrative Fee Reserve.

20.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the INRHA against costs associated with any judgment of infringement of intellectual property rights.

21.0 TRANSITION TO THE NEW HOUSING CHOICE VOUCHER PROGRAM

A. New HAP Contracts

On and after October 21, 1999, the INRHA 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 INRHA had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date of October 21, 1999, on and after October 21, 1999 such tenancy shall 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 October 21, 1999.

C. Voucher Tenancy

If the INRHA had entered into any HAP contract for a voucher tenancy prior to the merger date of October 21, 1999, on and after October 21, 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 October 21, 1999.

D. Regular Certificate Tenancy

The INRHA 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 October 21, 1999 at the effective date of the second regular reexamination of family income and composition on or after the merger date of October 21, 1999. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The INRHA will give at least 120 days written notice of such termination to the family and the owner, and the INRHA will offer the family the opportunity for continued tenant-based assistance under the voucher program. The INRHA may deny the family the opportunity for continued assistance in accordance with 24 CFR 982.552 and 24 CFR 982.553.

22.0 Family Self-Sufficiency Program

The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of the public housing assistance and assistance under the Section 8 rental voucher program with public and private resources, to enable families eligible to receive assistance under these programs, and to achieve economic independence and self-sufficiency.

The INRHA has developed an action plan and policy and procedures to implement the requirements of this program. A copy of this plan, policy, and procedure is attached to this document and is incorporated by reference as if fully set out herein. The FSS plan includes the following and meets the requirements of Interim HUD Notice 93-24, issued May 27, 1993:

1. Eligible FSS Participants: Description of how current Section 8 participants (Families currently receiving Section 8 through the INRHA are the only families eligible to participate in the FSS program) will be selected to participate in the FSS program; (Reference Action Plan and Policy and Procedures to Implement the FSS program for specific guidelines on selecting participants for the FSS program). The basis selection criteria is listed below:

A. The HA's slots will be filled based on the date and time a family expresses interest in the FSS program. The HA will notify each Section 8 participant of the availability of the FSS program, in writing, and inform the families that eligibility for participation will be based on the date and time the HA is contacted by the family and an interest is expressed in the program. The HA will keep records for a period of not less than 3 years, which documents how family's were selected for participation in the FSS program.

2. Termination of FSS: If the FSS participant under reports income and assets, the Section 8 assistance can be terminated and/or the family can be terminated from the FSS program. In either case the HA will not credit the family's escrow account with any portion of the back rent.

A. Description of how Section 8 assistance is terminated and/or how FSS supportive services are withheld for violations of FSS obligations. Section 8 assistance is terminated in accordance with Section XI of this document. If a Family fails to meet its FSS obligations as outlined in the FSS contract of participation the family can be terminated from the FSS program. The family may lose Section 8 assistance if they are terminated from the FSS program. The HA is never required to terminate Section 8 assistance as a consequence of termination of the FSS contract.

B. If a family was selected to participate in the FSS program and was terminated because they did not meet its FSS obligations the family may be denied the opportunity to participate in the FSS program a second time based upon their violation of the FSS obligation the first time the family participated in the FSS program. A family

may also be denied the opportunity to participate in the FSS program if they owe funds to a HA.

- C. If a FSS participant moves from another HA's jurisdiction with continued Section 8 assistance this HA is not obligated to enroll the FSS family in its FSS program. The family must qualify under the HA's guidelines for selection and participation in FSS program.

- 2. Reduction of Required FSS Program: HA's may reduce their FSS obligation by one family for each FSS graduate fulfilling the family's contract of participation obligations on or after 10/21/1998. Also, minimum FSS program size will not increase when a HA receives incremental Section 8 funding and public housing units on or after 10/21/1998. The INRHA will maintain a FSS program size of 60 units.

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, who is the head of the household, spouse, co-head, or emancipated minor.

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

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

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.

Budget Authority: An amount authorized and appropriated by the Congress for payment to HAs under the program. For each funding increment in a HA program, budget authority is the maximum amount that may be paid by HUD to the HA over the ACC term of the funding increment.

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.

Certificate or Voucher Holder: A family holding a certificate or voucher with unexpired search time.

Certificate Program: Rental Certificate program that has been replaced under the Quality Housing and Work Responsibility Act of 1998.

Certification: The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following 12 months.

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

Child care expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall

reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Child Custody: An applicant/participant family who does not have full custody of a child/children may only claim a child as a dependent by the following: 1) the applicant/participant must have primary custody of the child. 2) The applicant/participant must provide sufficient evidence that the child would reside with the Section 8 participant. (**NOTE:** The same child cannot be claimed by more than one applicant.

Citizen: A citizen or national of the United States.

Common space: In shared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

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

Contiguous MSA: In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial 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.

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.

Domicile: The legal residence of the household head or spouse as determined in accordance with State and local law.

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 disabled family;
- d. A displaced family;
- e. The remaining member of a tenant family; and
- f. 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 share: The portion of rent and utilities paid by the family.

Family unit size: The appropriate number of bedrooms for a family as determined by the 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.

Foster Children: With the prior written consent of the HA, a foster child may be added as a Section 8 participant. The factors considered by the HA in determining whether or not consent is granted may include: 1) Whether the addition of a new occupant may require the issuance of a new certificate or voucher, and whether such documents are available. 2) The Section 8 landlord's obligation to allow reasonable accommodation for handicapped persons.

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).

Hazardous Duty Pay: Pay to a family member in the Armed Forces away from home and exposed to hostile fire.

Head of household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Homeless Family: Any individual or family who: 1) Lacks a fixed, regular, and adequate residence. 2) Has a primary nighttime residence that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing or housing for the mentally ill), an institution that provides temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. 3) A homeless family does not include: 1) Any individual imprisoned or other

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 Agency: Housing Agency (formerly Public Housing Agency (PHA), PHA and HA are the same thing) A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

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 Assistance Payment (HAP) Contract: A written contract between the HA and an owner, in the form prescribed by HUD, in which the HA agrees to make housing assistance payments to the owner on behalf of an eligible family.

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.

HUD – Housing and Urban Development: The U. S. Department of Housing and Urban Development.

HUD Requirements: HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

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.

Infant: A child under the age of two years.

Initial Contract Rent: In the certificate program, the contract rent at the beginning of the initial lease term.

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 Lease Term: The initial term of the assisted lease. The initial lease term must be for at least one year.

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.

Iowa Workforce Development (IWD): The State agency receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

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.

Lease Addendum: In the lease between the tenant and the owner, the lease language required by HUD.

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.

Military Service: Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and since July 29, 1945 the commissioned corps of the United States Public Health Service.

Minimum Rent: Families assisted under the Public Housing program pay a monthly “minimum rent” of not more than \$50 per month. The HA has the discretion to establish a “minimum rent” from \$0 to \$50. The minimum rent established by this HA is \$0.

Minor: A “minor” is a person under eighteen years of age. Provided, that a married person 18 years of age or older shall be considered to be of the age of majority. (An unborn child may not be counted as a minor.)

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, too:

- 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.

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.

Over – FMR Tenancy: In the Certificate program: the tenancy for which the initial gross rent exceeds the FMR/exception rent limit.

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.

Preference: At the option of the HA, a preference system can be used to select among applicant families.

Premises: The building or complex in which the dwelling unit is located, including common areas and grounds.

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.

Private space: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

Program: The tenant based voucher program.

Project Based: Rental assistance that is attached to the structure.

Promptly: Within 10 days

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

Public Housing Agency: A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

Reasonable 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.

Re-examination Date: The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent.

Regular Tenancy: In the certificate program: a tenancy other than a over – FMR tenancy.

Remaining member of a tenant family: A member of the family listed on the lease who continues to live in an assisted household after all other family members have left.

Rent to owner: The monthly rent payable to the owner under the lease. Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

Set-up charges: In a manufactured home space rental, charges payable by the family for assembly, skirting and anchoring the manufactured home.

Shared housing: A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

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

Single 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).

Spouse: A spouse is the legal husband or wife of the head of household. This includes common law marriage.

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.

Temporarily Absent Family Members: Any person(s) on the lease that is not living in the household for a period of 30-180 days is considered temporarily absent. Anything greater is considered permanently absent.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

Tenant rent: The amount payable monthly by the family as rent to the owner minus any utility allowance.

Third-party (verification): Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling: see suspension.

Total tenant payment (TTP):

(1) Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act. which is the higher of :

30% of the family's monthly adjusted income;

10% of the family's monthly income;

Minimum rent; or

if the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically

designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

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

Utility allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a 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 agency staff, doctors).
- b. The three types of verification are:
 - (1) Third-party verification, either written or oral, obtained from employers, public assistance agencies, schools, etc.)
 - (2) Documentation, such as a copy of a birth certificate or bank statement
 - (3) Family certification or declaration (only used when third-party or documentation verification is not available)

Very low-income families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families. *[1937 Act]*

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (rental voucher): A document issued by a 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.

Wage Earner: A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions, and unemployment compensation. The terms “Wage Earner” and “Worker” are used interchangeably.

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 Agency
TTP	Total Tenant Payment

**Cedar Valley Area
FAMILY SELF SUFFICIENCY (FSS) ACTION PLAN**

INTRODUCTION

What is Family Self Sufficiency (FSS)?

Family Self Sufficiency is a program initiated and funded by the Department of Housing and Urban Development. It provides HUD housing assistance combined with access to community resources and an opportunity to establish an escrow savings account to participants in the Section 8 Housing Program interested in becoming self-sufficient. The basic premise for this program is that housing can be an insurmountable obstacle for a family. Providing housing assistance permits a family to invest their energy in other efforts—job training, education, employment, etc.-- that are necessary to achieve self sufficiency.

How does FSS work?

A family develops and agrees to a Contract of Participation with their FSS Case Manager Coordinator. This agreement identifies needs of the family and goals to be achieved in order for the family to become self-sufficient and free of public assistance. Case management services are provided to assist families in accessing and utilizing community resources in order to meet their needs and obtain financial stability. Local participants of the FSS program include The Waterloo Housing Authority and the Iowa Northland Regional Housing Authority, which participate on a mandatory basis. Cedar Falls and Evansdale Housing Authorities also participate, on a voluntary basis.

BACKGROUND

Information disseminated by the Department of Housing & Urban Development encouraged Housing Authorities to consider development of a family self-sufficiency program patterned after the Operation Bootstrap Program. Meetings began in October 1990 with the four area Housing Authorities (Cedar Valley Housing Authorities) to coordinate their activities to begin such a program for the mutual benefit of the communities they serve.

It was determined that by using available turnover slots and coordinating with Operation Threshold's Management of Opportunities Vital to Education and Employment (MOVE) program for case management, a program could be initiated. In March 1991 the Operation Threshold Board agreed to serve as the Coordinating Body or "Lead Agency".

In the interim, HUD developed the Family Self-Sufficiency (FSS) Program and effective with HUD's notice PIH 92-16 of May 11, 1992, the FSS Program became the current self-sufficiency program for family development. FSS expanded the role of the Housing Authority in the self-sufficiency partnership by writing enabling regulations creating

an escrow fund for participants, requiring termination of assistance for non-performance, and making the program mandatory after 1993 for any new Section 8 slots.

Those participants in the old Operation Bootstrap were allowed to convert to FSS voluntarily or they could choose to complete their Bootstrap Program. Additionally, two of the Cedar Valley Housing Authorities; Iowa Northland Regional (50 units) and Waterloo Housing Authority (20 units), applied for and were awarded Section 8 Housing Voucher units in support of the FSS Program.

The Operation Threshold Case Managers were originally funded through by their commitment to the Family Development Self Sufficiency Program and, after that, through grants for the Striving to Achieve Readiness for Self-Sufficiency (S.T.A.R.S), Student Utilization of Career Counseling Enhancement for Self Sufficiency (Project SUCCESS) and Family Development and Self-Sufficiency (FaDSS) Program. When funding for these programs was curtailed, Operation Threshold no longer participated as the “lead agency” as of 1994. New funding sources will be pursued as they present themselves to secure the future of the FSS program and permit its growth.

FSS Program Structure

I. GOALS AND OBJECTIVES

- The goal of our Family Self-Sufficiency (FSS) Program is to assist unemployed or underemployed, dependent low-income families in making the transition from public assistance to productive employment so they may become economically and socially independent through the coordination and delivery of existing community services.
- Based on our past experience with Operation Bootstrap, we know that there are both societal and individual barriers to break down before a family can leave long-term poverty. We also know that to be effective, the FSS Program will need to be flexible and yet require some measure of accountability from both the family and the service providers.

A. Program Objectives

1. Participation of a minimum number of families shall be at the level established by mandatory units from HUD or by voluntary commitment, as applicable, to the Housing Authority. For the Iowa Northland Regional Housing Authority the minimum number of families participating in the FSS program is 60 units.
2. Improve coordination in both planning and delivery of supportive services to

the clients based on a commitment to enable them to obtain education, training or employment needed to obtain self-sufficiency.

3. Implement a case management system to identify needs, planning and delivery of services, education, training, or employment opportunities to enable clients to become self-sufficient.
4. Document the implementation of services to be used for future planning of a broader-based FSS Program.
5. Establish interagency partnerships to achieve high quality comprehensive service delivery to all members of a family with long term results. Assess the accountability of the family, the case management, the agencies and the entities providing services and resources.

B. Family Objectives

1. Development of personal skills for self reliance to enable the family to become and remain self-sufficient, including:
 - assume responsibility for decisions and actions
 - making good decisions
 - self-discipline and self-esteem
 - better means for resolving conflict
 - ability to set long and short range goals
 - improved parenting skills
 - awareness of employer expectations
 - time management and self motivation
 - personal financial management
2. Demonstrate commitment and accountability to a Personal Case Plan, which is a customized service plan for the individual and family in which both goals and barriers are assessed.

II. PROGRAM DESCRIPTION AND IMPLEMENTATION SCHEDULE

- Iowa Northland Regional Housing Authority employs a full time staff position to serve its FSS program while Evansdale and Cedar Falls maintain a voluntary program. The Waterloo Housing Authority has contracted with Goodwill Industries, for case management services. Goodwill

Industries serves the same jurisdictional area and has a long-term commitment to programs in place with similar family self-sufficiency goals. These FSS case management solutions provide the most viable approach to keying into local resources and provide the benefit of a collective awareness of possible problems and solutions.

A. Program Coordinating Committee (PCC)

- The Black Hawk County Housing Authorities have established a Program Coordinating Committee whose function is to assist in securing commitments of public and private resources for the operation of the program. The PCC performs an advisory role and is key to tapping into community resources. The community resources will enable the Housing Authorities to provide necessary services without being the provider of these services.
 - For practical reasons the Black Hawk County Housing authorities will share the same PCC.
1. The PCC is responsible for assisting with the development of the action plan.
 2. The Housing Authorities have the final decision on the Action Plan and the Administrative Plan.

3. Required membership in the committee must include
 - a. A Section 8 participant in a Section 8 FSS Program
 - b. A representative of the Housing Authority
4. The members of the committee do not have to be the head of the agency, department or business, but can be staff assigned to act as a resource.
5. The committee will meet quarterly in order to accomplish its goals.

B. TEAM /advisory committee (Local name for HUD's PCC/ Advisory Committee)

- The Black Hawk County Housing Authorities have established a TEAM/advisory committee whose function is to assist in reviewing individual cases and concerns.
- For practical reasons the Black Hawk County Housing authorities will share the same TEAM/advisory committee. Waterloo will serve as the lead Housing Authority.

1. Required membership for TEAM/advisory committee
 - A Contract Administrator from the housing authority
 - The Case Manager assigned to FSS Clients
 - Any other public or private service providers found necessary to implement the FSS Program.
2. The TEAM will review and make recommendations to the Housing Authorities regarding FSS extension requests of one year when FSS contract is due to expire. The TEAM can also make exceptions to FSS Escrow release policy.
3. Counseling Statements and possible termination of the FSS program will result if individual Case Plan target dates are not met and will be documented with a recommendation made by the TEAM to the Housing Authority. The TEAM/advisory committee will review policy as established by the PCC and make recommendations as to reasonable accommodation, suspensions and termination's.
4. Portability requests for transfer of FSS Escrow must be reviewed by the TEAM to evaluate FSS services or contract completion in the new locality.

5. Meetings are held on an as needed basis, but not less than quarterly, to accomplish the delivery of services, evaluation of individual participants Case Plan progress and problem solving.

C. The Action Plan

- The Action Plan was initially developed by the Waterloo Housing Authority and evaluated for corrections and improvements by the PCC and TEAM/Advisory Committee. Thereafter, the Housing Authorities are required to submit the Action Plan to the PCC for review and the Housing Board for revisions. The resulting amendments to the Administrative Plan are to be submitted for approval to the appropriate governing body (City Council or Board of Commissioners). Upon approval, The Action Plan is forwarded to HUD for final approval. (See “Structure of FSS”)

D. Selection, Application and Contract of Participation

- The Housing Authorities will select families as described in its Administrative Plan. Families that elect to participate in the FSS Program will complete an FSS application, a needs assessment (within two weeks of application) and an individual Case Plan (within 30 days of needs assessment). If resources are available, will be offered a Contract of Participation (within two weeks of completed Case Plan) specifically geared to meet the families needs for services. The Contract has a 5 year term with maximum 2 year extension provision. (See “Path to Self Sufficiency”)

E. Implementation of program

- The family pays rent in accordance with their income as prescribed by Section 8 Housing Voucher/Certificate regulations or the Public Housing regulations. As the family develops "earned income", the amount of the FSS credit is calculated and escrowed for the family by the Housing Authority. Sanctions for failure to maintain the activity time line stated in the family Case Plan or case management requirements may result in termination of FSS services.
- Families must report changes in their income within 10 days of the change and will be allowed to waive their rent portion an unlimited number of times (See Administrative Plan) during the five year FSS Contract and because of earned income. Income increasing because of F.I.P., Social Security, child support, etc., cannot be waived. Amounts overpaid by the Housing Authority because the family failed to report changes within 10 days must be reimbursed by the family and may not be charged to the escrow.

F. FSS Escrow Accounts—Early Releases

- Families may receive a portion of the escrow before completion of the contract of participation if they meet certain interim goals and need the escrow funds to complete the contract. The Release of funds is also contingent on the family income and assets available at the time of the request.
 1. Examples of needs that may be approved for escrow release, given that the funds are connected to further the accomplishment of the clients' contract of participation goals, are listed below.
 - money for tuition
 - money for books
 - transportation (down payment on a vehicle, repairs etc.)
 - child care
 - licenses
 2. Examples of needs that will not be approved are listed below.
 - to pay credit card bills
 - to pay utilities
 - to pay rent
 - anything else not directly related to education or job training
 3. Fifty (50) dollars is the minimum amount of any release. A client may request a release up to four(4) times if used for books, tuition or licenses. In addition, a client will be allowed to obtain release no more than one (1) time in a one year period for any other approved expenses.
- Forfeited Escrow Accounts---A written notice of termination of FSS contract and forfeiture of FSS Escrow, due to the fact that the FSS participant did not complete FSS contract responsibilities within the time specified by the Contract Service Plan, will be issued to the terminated family.
- Termination of FSS Contract and the Escrow Account---Termination of Section 8 or Public Housing assistance also terminates the FSS Contract. Termination of the FSS Contract, for cause or by mutual agreement, will result in termination of Case Management service but not Section 8 or Public Housing. Any escrow will be forfeited upon termination.
- Reinstatement and the FSS Escrow Account---Following termination of an FSS contract, for cause or by mutual agreement, an applicant may later wish to participate in FSS. The formerly terminated applicant must wait two (2) years to reapply for the FSS waiting list. Reinstatement will be considered the same as a new contract, to include a new plan and an Escrow balance beginning at zero (0) dollars.

G. Completion of program

1. The family must be independent from welfare assistance for one year or the Tenant Payment must be equal to the FMR in order for the participant to successfully complete the program.
2. The family is entitled to the escrow account, upon successful completion, if no amount is owed to the Housing Authority. Any amounts owed to the Housing Authority will be deducted and the balance of the escrow will be released.

III. PARTICIPANT SELECTION, APPLICATIONS, AND APPEALS PROCEDURE

A. Selection Criteria.

1. Section 8 Housing Assistance Programs
 - a. See Administrative Plan for appropriate Housing Authority
2. FSS Public Housing units - Waterloo Housing Authority
 - a. See Public Housing Admissions & Occupancy Policy, Tenant Selection and Assignment Policy (applicable to Waterloo Housing Authority)

B. Application Procedure

1. Applicant submits a survey sheet, which is reviewed by the Case Manager.
2. The Case Manager contacts and sets up an interview with the prospective client.
3. The Case Manager reviews specific details of FSS program with prospective client.
4. Client goals and responsibilities are established. Applicant signs contract.

C. Screening Factors

1. Each applicant must meet all the criteria of the selection factors. This includes the following:
 - a. Of good standing in the Section 8 Housing Program
 - b. Limitations placed on the number of applicants to accept who are current housing participants or housing participants already utilizing services such as Promise Jobs, etc.
 - c. Satisfactory completion of FSS Application.
 - d. Current needs of the family; counseling, child care, transportation, etc. match with the availability of resources.

It should be noted that the application process has been designed to be in stages. In fact, it serves as a test of the potential participants' motivation to enroll in the program, as well as a means to demonstrate their commitment to self-sufficiency.

D. Outreach

1. The Housing Authorities will make immediate use of the housing assistance allocations tied to FSS. The commitment to FSS will be met through referrals from current Section 8 and Public Housing participants. Brochures have been developed and are available to all interested participants.

E. Plan for Providing Incentives to Encourage FSS Participation

1. All FSS applicants will have the benefits of the FSS program explained to them. An incentive to participation for all eligible participants is the escrow account as HUD regulation prescribe.
2. Other incentives may be offered by individual housing authorities as they deem appropriate - (See the Administrative Plan applicable)

F. Statement of Assurance

1. The Housing Authorities involved in this Action Plan hereby provide this statement of assurance: A family decision not to participate in FSS will not effect the family's admission to, or occupancy of, assisted housing. (Exception FSS

G. Appeal Procedure

- The purpose of these procedures is to set forth in writing the manner in which the FSS Program will provide for an informal review or informal hearing of a Housing Authority decision on an application for participation in FSS or later termination of FSS services, Section 8 Housing Assistance or Public Housing. These procedures meet the Housing Authority federal requirements for informal review and informal hearing.

1. Informal Review: Application for Participation. (See Administrative Plan)

2. Informal Hearing - Termination of FSS Services and/or Section 8 Housing Assistance. (See Administrative Plan)

IV. GROUNDS FOR SUSPENSION, TERMINATION OF SERVICES AND SECTION 8 ASSISTANCE, AND REINSTATEMENT

A. Definition of Terms

1. Lease Violations

- a. For the purposes of termination of both FSS services and Section 8 benefits, (hereafter 'both benefits') lease violations will include; failure to restore utilities after 24hrs, failure to provide working tenant supplied appliances, verification others not listed on the lease are using the Section 8 unit as their "principle place of residence", and failure to give a proper 30 day notice of the family's intent to move.
- b. Other lease violations subject to termination of Section 8 assistance would be eviction by court action for non-payment of rent and tenant damages. (See Administrative Plan)

2. Reasonable accommodation

- a. Reasonable accommodation will be made in re-negotiation of the individual Case Plans or termination of benefits through the use of Family Counseling Statements generated by the FSS Case Manager(Case Management Violations) or Housing Contract Administrator(Section 8 Violations). The Family Counseling Statement outlines a problem/violation and the expected

actions/ corrections for resolution.

- b. A Case Plan Amendment will be generated as needed by the Case Manager and the FSS Participant to reflect results of career assessment testing, etc.
- c. The TEAM will review these Statements/ Amendments and the resulting actions/corrections or lack of corrections and changes in case plans and make a recommendation to the Housing Authority. The Housing Authority will determine if accommodation will be given and is consistent with the policies in the Action Plan. Accommodation is not automatic and will be offered on a case by case basis as warranted.
- d. The number and type of past infractions will be considered. The participant must, in a timely manner, report to the Case Manager any family, lease, or FSS related program problems that would impact performance under the Contract for Participation.

3. Seeking and maintaining employment

- a. Seeking-For the purposes of termination of FSS benefits, seeking means actively looking for work, both during the education period where feasible (work study programs, internships, etc.) and at the end of the individual Case Plan. Seeking means developing a resume (if applicable to profession) cooperation with school or job placements offices, making at least one application per week, timely attendance of all interviews, etc.
- b. Maintaining means doing everything within the participants ability to keep a job. This includes, but is not limited to, being to work on time, self motivated job performance, professional cooperation with co-workers and supervisors, care in use of machines and equipment and complying with policies regarding personal safety. Maintaining employment means not quitting a job before being hired for another job or continuing to seek a better paying job, as appropriate, to achieve the upward mobility needed to complete the FSS Contract.
- c. Appropriateness of job for completion of contract is determined by the PHA. If questionable, the job may be evaluated on a case by case basis. Recommendations of the Housing Board will be taken into consideration when evaluating employment that "reflects the person's training and

available job opportunities".

B. Suspension of contract

1. Contract requirements may be put on hold for a period of time not longer than 6 months if warranted and approved by the TEAM for the following:
 - illnesses or injury of a household member as verified by doctors statement
 - maternity leave as verified by doctors statement
 - actions beyond participants ability to control
(example-necessary class canceled for semester)
 - operation of law

C. Termination of contract - Section 8 FSS Housing Assistance Programs

1. Contract for Participation termination including termination of FSS Services and/or Section 8 Housing Assistance will occur for the following:
 - Fraud in connection with the FSS, Section 8, or Public Housing.
 - Repayment Agreements not honored with Housing Authority. Termination to occur after 30 days notice to the effected landlord.
 - Head fails to, "seek and maintain employment"
 - Head or participating family members fail to complete requirements of training/service plan
 - Completes FSS requirements by transferring to a receiving FSS program and is absorbed (sending PHA Section 8 contract is terminated but escrow remains with sending PHA for up to 10 years.)
 - Withdrawal of family or mutual consent of parties
 - Operation of law
 - Other act as deemed inconsistent with purpose of FSS
(Example: joined the Army when not part of plan)
 - Lease violations
 - Family no longer receiving any federal, state or local or other assistance for housing.

D. Termination of contract - FSS Public Housing termination's

1. Contract for Participation termination, including termination of FSS services and or public housing assistance, will result for the reasons as described above. For additional Public Housing information – See Admissions Policy, Lease Termination's.

(Applicable to Waterloo Housing Authority only)

E. Reinstatement after termination

1. Regulations state that once terminated the FSS family must wait 2 years before they may “reapply for the waiting list.”

F. Completion of an FSS contract (definition of successful completion)

1. When the family has fulfilled all contract obligations on or before the end of the contract, or
2. When 30% of their monthly adjusted income equals or exceeds the published Fair Market Rent (FMR).

G. Extensions of FSS Contract

- A client will be allowed to extend the contract for one year with the possibility of two, for reasons as approved by the FSS Coordinator. A review of the contract will take place six months prior to unsuccessful completion to determine if an extension is warranted.

V. FSS PUBLIC HOUSING TENANTS TRANSFERRING INTO SECTION 8

A. Transferring to Section 8 from Public Housing

1. After living in the public housing unit for two years tenants may give a thirty day written notice and transfer to the Section 8 program only if they have a good record. (Examples include; reporting changes in a timely manner, maintaining the unit, maintaining the utilities, paying rent on time, no disciplinary notices.)
2. Should there be any violations already in the file they must have a clean record for six months following the last violation before being allowed to move.
3. After transferring to the Section 8 program they must continue their FSS Contract

VI. DELEGATION OF RESPONSIBILITY, PARTICIPANT MONITORING AND FSS PROGRAM EVALUATION

A. Personal needs assessments and individual Case Plans

1. Personal needs assessments and individual case plans will be prepared by the Case Manager for potential participants referred by the Housing Authority from the solicitation of its participant groups indicated in the Administrative Plan. Case Plans are required to include individual training and service plan interim goals with specific dates.
2. Consideration will be given to personality traits, interests and abilities in assisting participants in making realistic choices. Issues like salary requirements, work environment and education training needs will be explored with each participant. Specific testing methods including basic skills tests, aptitude tests and preference tests will be used for each case as appropriate in career counseling.

B. Coordination with service providers

1. The Case Manager will coordinate with a number of support services and job training providers (e.g., child care, transportation, JTPA, Promise Jobs, etc.). The Case Manager will review the design of the personal needs assessment to ensure it adequately measures the need for various supportive and training services.

C. Signing of FSS Contract

1. After a review of the needs assessment and the resources required by the Case Plan, the feasible applicants for whom resources are available will be eligible to sign an FSS Contract. The FSS Contract will be reviewed and signed by the family, obligating them to participate in meeting FSS Program goals.

D. Progress Monitoring

1. Monitoring progress on individual participants will be the joint responsibility of the Case Manager and the appropriate housing agency. Written reports of the activities of each active participant during the last period will be provided by the Housing Authority at the TEAM/Advisory Committee meetings to provide documentation for the Housing Authority FSS requirements.
2. Counseling statements and possible termination of the FSS program will result if individual Case Plan target dates are not met and will be documented with a recommendation made by the TEAM to the Housing Authority. The TEAM/Advisory Committee will review policy as established by the Housing Board and make recommendations as to reasonable accommodation, suspensions

and termination's.

E. FSS program evaluation

1. Each year during the July meeting the PCC agenda will include program and policy evaluation in a form to be decided by the PCC. At a minimum, statistics regarding program size, successes, number of replacements, termination's and race/ethnicity of participants will be gathered for the September report required by HUD.
 - a. Individual participants will be monitored by the Case Manager who is responsible to the Housing Authority and the TEAM. The Case Manager will serve as liaison between the participants, private and public agencies and private employers. The Case Manager monitors each case by preparing individual Case Plans and providing ongoing follow-up counseling and referral services. This will include, at least, monthly contact with each client to ensure goals in the Case Plan are met.
 - b. Participant monitoring forms will be completed by the Case Manager. These forms will be utilized by the Case Manager throughout the period of the program, including after job placement. A project evaluation system will be developed by the TEAM/ Advisory Committee, and its members will prepare the evaluation format.
 - c. Participant evaluation will begin with their selection and continue through the project.
 - d. The project evaluation will look at how successfully each Case Plan was carried out and the overall outcome for each participant. Specific criteria will be established by the PCC.

VII. SUPPORT SERVICES PROVISIONS

A. Financial Counseling Services

1. The Case Manager will assist the participants to develop financial management skills. Where significant problems become apparent, referrals will be made to appropriate agencies for financial management assistance.

B. Child Care

1. The Case Manager will identify participants in need of child-care assistance and refer them to the appropriate agency and/or Day Care Services.
2. Participants will be eligible for assistance with child-care as long as they are either enrolled in a program providing such subsidies or their income makes them eligible for other such assistance.
3. Each participant will utilize the child-care funding source that allows them maximum use and maintains a quality child care arrangement. Participants will utilize one or a combination of funders until completion of project participation.

C. Housing Allocation and Counseling

- The Housing Authority will use its new allocation of housing unit slots immediately and will use current participants of Section 8 or Public Housing to fulfill the commitment of units for Iowa Northland Regional Housing Authority (INRHA) and units for Waterloo Housing Authority (WHA).
1. The Housing Authority and the case manager will encourage participants to locate rental housing that has easy access to public transportation or to education/training, job site and child care.
 2. The Contract Administrator for the Housing Authority has available printed information for interested landlords regarding inspections, leases and Section 8 Contracts.
 3. The Contract Administrator for the Housing Authority will be responsible for coordinating the housing services with other support services, reporting housing problems to the Case Manager, attending TEAM/Advisory Committee Meetings and as a resource to the PCC.

D. Transportation

1. It will be important for the Program Case Manager to refer each client for the most appropriate funding source. The 'Key Card' program, if appropriate, offers weekly or monthly reduced rate pass card for use on the MET Bus. It includes passes to cultural and sporting events.
2. A client who is enrolled in JTPA qualifies for transportation subsidy and may be reimbursed at the rate of 15 cents a mile for driving his/her car from

home to the training site.

3. A client who is enrolled in Promise jobs has to qualify for a monthly stipend.
4. Individual case plans will be done by the Case Manager on a case by case basis.

E. Career Counseling and Personal Development Training

1. Participants receive counseling, guidance, financial management assistance and help in finding other support services from the designated Case Manager(s). The Case Manager will negotiate any changes in the individual Case Plan as well as monitor progress made by each participant.
2. All FSS participants will receive case management services.
3. The Case Manager will work with the other staff, TEAM and Housing Board to ensure coordination of assistance with other project services.
4. The Case Manager will explain during the FSS Program orientation conference, or personal interview, the expectations of the project and the time frames for implementing the plan and make any revision necessary. If the participant wishes to accept the obligations of the FSS Program, the participant and the Case Manager will establish an individual Case Plan with the required interim goals in addition to showing when the participant anticipates becoming independent of welfare assistance.
5. After the case plan with interim goals are developed, participants will meet with the Contract Administrator at the Housing Authority to sign the FSS Contract. The participant will continue to meet with the Case Manager, at least monthly, and will have formal evaluation of their progress quarterly throughout their participation in the program.
 - a. Failure to attend the scheduled meetings will result in a written warning being sent by the Housing Authority to the participant, with a copy to the Case Manager. Two written warnings in a 12 month period constitutes grounds for termination. The third notice will be a letter of termination of the FSS contract, from the Housing Authority to the participant
 - b. A primary purpose of the Case Manager is to help avoid problems before they become crises. Therefore, Case Managers will counsel participants

on an as needed basis. The Case Manager will keep the Contract Administrator updated on situations that effect the Family and provide written reports at the monthly TEAM/Advisory Committee meeting. If action is required, a special meeting will be called. Serious problems may be referred to a number of counseling agencies on a low-cost/no-cost basis.

F. Supplementary Education

1. Two (2) components for supplementary education are offered for FSS contract participants.
 - a. Clients needing GED services will be referred to the Hawkeye Community College or other agency as appropriate. It is the goal of this segment to promote participants into training programs or jobs.
 - b. A support group that meets monthly will provide problem solving and life skills training. This group incorporates speakers, addresses problem solving, appropriate dress and other life skills.
2. All FSS Program participants will be eligible for the support group. All participants identified as needing GED services will be provided that assistance. Costs of these programs may be paid by various funding sources.
3. Coordination of supplementary education services with other program services will be done by the Case Manager.
4. Supplementary educational services will begin after selection of participants is completed and needs identified in the Case Plans.

G. Job Development, Training and Placement

1. The Case Manager will be working with representatives of several private sector employers when appropriate levels have been met by FSS participants to secure some commitment of jobs. Training programs utilized in the project will also work to find placements as they normally do for their participants.
2. Appropriate agencies, (JTPA, Promise Jobs, Hawkeye Community College, etc.) staff and the applicant and/or participant make a joint decision on the type of training

that would be most appropriate based on the needs and abilities of the applicant/participant, availability of funding, and the availability of training. "Most in need" and "most to benefit" are also taken into consideration.

3. All training activities such as on the job training and classroom training may be available to all FSS participants.
4. FSS participants may receive funds to pay for child-care and transportation if it is needed in order to begin and to continue training. Availability of funds is also a determining factor.
5. The Case Manager employed by or assigned to this program will be responsible for assigning participants to training programs as indicated through the needs assessment and Case Plan process. Assignments may be limited in certain programs like JTPA due to budget limitations. The Case Manager will work closely with the appropriate agency staff in monitoring the participants' progress in training programs.
6. Participants will be placed in job training programs upon approval of the project and after participant selection and individual Case Plans and supplementary education are completed.
7. Job placement will be completed by the Case Manager working closely with other agencies.

H. Entrepreneurial Training

1. For those participants who have developed Case Plans with the Case Manager that include self-employment or small business development opportunities, appropriate referrals will be made to for further assessment and guidance in developing feasible business plans. SCORE and the local SEID program assistance will be sought.

I. Other Supportive Services

1. Counseling agencies such as Black Hawk - Grundy Mental Health, the Family Service League, "907 Independence", and others will provide counseling to participants at no cost or at a fee based on a sliding scale.
2. Legal Aid will provide legal assistance to participants as appropriate.

3. Participants may qualify for health services through Title XIX (for ADC or FIP recipients) or Peoples Community Health Clinic and through Public Health Nursing as eligible.
4. Assistance in locating desired supportive services can be obtained by calling United Way's 233-CARE referral service.
5. Coordination of supportive services will be monitored by the Case Manager and the TEAM/ Advisory Committee and ultimately the PCC.

VIII. DESCRIPTION OF NOTIFICATION AND OUTREACH EFFORTS

- The FSS Program will notify voucher participants and Public Housing tenants with FSS Program application information. These groups include both minority and non-minority households. It is not anticipated that the Waterloo Housing Authority will need to use advertisements and outreach to meet minority participation goals. The INRHA with its larger allocation may need to use outreach to secure enough participants and will use flyers, newspapers and other available media to recruit applicants. The Housing Authorities will comply with the procedures described in their Equal Opportunity Housing Plan (EOHP).

CERTIFICATION OF DEVELOPMENT OF SERVICES & ACTIVITIES

This shall serve as certification that the FSS Program has been coordinated with the Jobs Opportunities and Basic Skills Training Program under the Job Training Partnership Act (JTPA) and other relevant education, training, welfare, employment, child care, transportation and other community resource programs in the Cedar Valley Area and that implementation will continue to be coordinated in order to avoid duplication of services and activities.

Mike Blevins

Date

PROGRAM COORDINATING COMMITTEE CHAIRPERSON

The Path to Self Sufficiency

Participating Family Expresses Interest in FSS



Case Manager Contact Made



FSS Orientation Process
(Interviews, Workshops)



Needs Assessment Done
(Planning Goals)



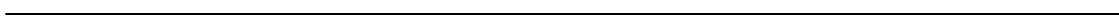
Contract Term Developed

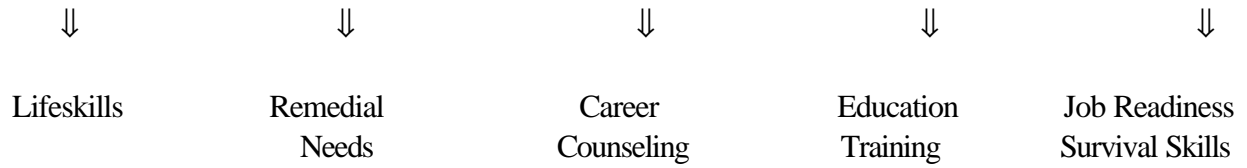


Contract Executed



Career Path Begins





Structure of FSS

Housing Board
 (Approves Action and Administrative Plans)



Housing Authority
 (Implements Policy)



Program Coordinating Committee (PCC)
 (Community Resource Board)
 (Develops Policy)



TEAM
 (Problem Solving)



Case Management



↓
 Cedar Falls
 (Voluntary)

↓
 Evansdale
 (Voluntary)

↓
 INHA
 (Mandatory)

↓
 Waterloo
 (Mandatory)

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FSS

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