Chapter 1

STATEMENT OF POLICIES AND OBJECTIVES

A. HOUSING AUTHORITY MISSION 1-1
B. LOCAL OBJECTIVES 1-2
C. PURPOSE OF THE POLICY 1-3
D. FAIR HOUSING POLICY 1-3
E. SERVICE AND ACCOMMODATIONS POLICY 1-4
F. LANGUAGE ACCESS POLICY 1-7
G. PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) OBJECTIVES 1-11
H. FAMILY OUTREACH 1-11
I. PRIVACY RIGHTS 1-11
J. POSTING OF REQUIRED INFORMATION 1-12
K. TERMINOLOGY 1-13

Chapter 2

ELIGIBILITY FOR ADMISSION

A. QUALIFICATION FOR ADMISSION 2-1
B. FAMILY COMPOSITION 2-2
C. MANDATORY SOCIAL SECURITY NUMBERS 2-4
D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS 2-5
E. OTHER ELIGIBILITY CRITERIA 2-5
F. ONE STRIKE POLICY 2-6
G. SCREENING FOR SUITABILITY 2-12
H. HEARINGS 2-18

Chapter 3

APPLYING FOR ADMISSION

A. HOW TO APPLY 3-1
B. "INITIAL" APPLICATION PROCEDURES 3-1
C. NOTIFICATION OF APPLICANT STATUS 3-3
D. COMPLETION OF A FULL APPLICATION 3-3
E. PROCESSING APPLICATIONS 3-5
F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY 3-5

Chapter 4

TENANT SELECTION AND ASSIGNMENT PLAN

A. MANAGEMENT OF THE WAITING LIST 4-2
B. GEOGRAPHICAL BASED WAITING LISTS 4-4
C. WAITING LIST PREFERENCES 4-5
D. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS 4-11
E. INCOME TARGETING 4-11
F. UNITS DESIGNATED FOR THE ELDERLY 4-12
G. UNITS DESIGNATED FOR THE DISABLED 4-13
H. MIXED POPULATION UNITS 4-13
I. GENERAL OCCUPANCY UNITS 4-14
J. DECONCENTRATION OF POVERTY AND INCOME-MIXING 4-14
K. VERIFICATION OF PREFERENCE QUALIFICATION 4-16
L. PREFERENCE DENIAL 4-17
M. OFFER OF PLACEMENT ON THE SECTION 8 WAITING LIST 4-17
N. REMOVAL FROM WAITING LIST AND PURGING 4-17
O. OFFER OF ACCESSIBLE UNITS 4-18
P. PLAN FOR UNIT OFFERS 4-18
Q. CHANGES PRIOR TO UNIT OFFER 4-18
R. APPLICANT STATUS AFTER FINAL UNIT OFFER 4-18
S. TIME-LIMIT FOR ACCEPTANCE OF UNIT 4-19
T. REFUSAL OF OFFER 4-20
U. PERMANENT DENIAL OF MANUFACTURERS OR PRODUCERS OF METHAMPHETAMINES AND SEX OFFENDERS 4-20

Chapter 5

OCCUPANCY GUIDELINES

A. DETERMINING UNIT SIZE 5-1
B. EXCEPTIONS TO OCCUPANCY STANDARDS 5-2
C. ACCESSIBLE UNITS 5-2
D. FAMILY MOVES 5-3

Chapter 6

DETERMINATION OF TOTAL TENANT PAYMENT

A. RENT 6-1
B. INCOME AND ALLOWANCES 6-2
C. ALLOWABLE DEDUCTIONS AND OTHER ALLOWABLE EXCLUSIONS 6-7
D. AVERAGING INCOME 6-7
E. MINIMUM INCOME 6-8
F. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME 6-8
G. REGULAR CONTRIBUTIONS AND GIFTS 6-8
H. ALIMONY AND CHILD SUPPORT 6-9
I. LUMP-SUM RECEIPTS 6-9
J. CONTRIBUTIONS TO RETIREMENT FUNDS- ASSETS 6-10
K. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE 6-10
L. CHILD CARE EXPENSES 6-10
M. MEDICAL EXPENSES 6-11
N. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES 6-11
O. REDUCTION IN BENEFITS 6-12
P. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS 6-12
Q. EXCESS UTILITY PAYMENTS 6-12
R. FLAT RENTS 6-12

Chapter 7

VERIFICATION PROCEDURES

A. METHODS OF VERIFICATION AND TIME ALLOWED 7-1
B. RELEASE OF INFORMATION 7-3
C. COMPUTER MATCHING 7-3
D. ITEMS TO BE VERIFIED 7-3
E. VERIFICATION OF INCOME 7-4
F. INCOME FROM ASSETS 7-8
G. VERIFICATION OF ASSESTS 7-9
H. VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME 7-10
I. VERIFIYING NON-FINANCIAL FATORS 7-11
J. VERIFICATION OF SUITABLITY FOR ADMISSION 7-16
K. VERIFICATIONOF WAITING LIST PREFERENCES 7-17

Chapter 8

TRANSFER POLICY

A. GENERAL STATEMENT 8-1
B. TRANSFERS BETWEEN NON-ELDERLY DEVELOPMENTS 8-4
C. TRANSFERS FROM NON-ELDERLY TO ELDERLY DEVELOPMENTS 8-4
D. TRANSFERS BETWEEN ELDERLY DEVELOPMENTS 8-5
E. TRANSFERS WITHIN THE DEVELOPMENT 8-5
F. TRANSFERS DURING INITIAL OCCUPANCY 8-5
G. TRANSFER REQUEST PROCEDURE 8-5
H. PROCESSING IN AND OUT OF DEVELOPMENTS 8-6
I. RENT ADJUSTMENTS OF TRANSFERRED RESIDENTS 8-7
J. REEXAMINATION DATE 8-7

Chapter 9

LEASING

A. RENTAL AGREEMENT ORIENTATION 9-1
B. EXECUTION OF RENTAL AGREEMENT 9-1
C. ADDITIONS TO THE RENTAL AGREEMENT 9-3
D. LEASING UNITS WITH ACCESSIBLE OR ADAPTABLE FEATURES 9-5
E. UTILITY SERVICES 9-5
F. SECURITY DEPOSITS 9-5
G. RENT PAYMENTS 9-6
H. FEES AND NONPAYMENT PENALTIES 9-6
I. SCHEDULES OF SPECIAL CHARGES 9-7
J. MODIFICATIONS TO THE LEASE 9-7
K. CANCELLATION OF THE LEASE 9-7
L. INSPECTIONS OF PUBLIC HOUSING UNITS 9-7

Chapter 10

PET POLICY

A. AUTHORITY TO KEEP PETS 10-1
B. VOTING ON PETS 10-1
C. MULTIPLE ANIMALS 10-1
D. DEFINITION 10-1
E. APPLICATION 10-1
F. APPROVAL OF PET APPLICATION 10-2
G. REFUSAL OF PET APPLICATION 10-3
H. REVOKING PET OWNERSHIP 10-3
I. PET RULES 10-3
J. ANIMALS THAT ASSIST THE DISABLED 10-6
K. VIOLATIONS 10-6

Chapter 11

RECERTIFICATIONS

A. ELIGIBILITY FOR CONTINUED OCCUPANCY 11-1
B. ANNUAL RECERTIFICATIONS 11-1
C. REPORTING INTERIM CHANGES 11-4
D. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS 11-5
E. OTHER INTERIM REPORTING ISSUES 11-6
F. TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS) 11-7
G. REPORTING OF CHANGES IN FAMILY COMPOSITION 11-8
H. REMAINING MEMBER OF TENANT FAMILY - RETENTION OF UNIT 11-12
I. CHANGES IN UNIT SIZE 11-13
J. CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES 11-13

Chapter 12

RENTAL AGREEMENT TERMINATIONS

A. TERMINATION BY TENANT 12-1
B. TERMINATION BY PHA 12-1
C. NOTIFICATION REQUIREMENTS 12-5
D. NOTICE OF PROPOSED TERMINATION OF RENTAL AGREEMENT 12-7
E. EVICTION BASED ON DELINQUENT RENT ACCOUNTS 12-7
F. EVICTION BASED ON NON-RENT VIOLATION 12-9

G. REFERRAL TO THE EVICTION BOARD 12-10
H. ORDER OF DOCUMENTS IN REFERRAL 12-11
I. SERVICE OF DOCUMENTS (Notice of Hearing, Finding, Writs) 12-11
J. WRIT ENFORCEMENT 12-12
K. RECORD KEEPING 12-12

Chapter 13

COMPLAINTS, GRIEVANCES AND APPEALS

A. COMPLAINTS 13-1
B. APPEALS BY APPLICANTS 13-1
C. APPEALS BY TENANTS 13-2
D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NONCITIZENS' 13-2
E. GRIEVANCE PROCEDURES 13-3

Chapter 14

FAMILY DEBTS TO THE PHA

A. PAYMENT AGREEMENT FOR FAMILIES 14-1
B. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION 14-2
C. WRITING OFF DEBTS 14-3

Chapter 15

GLOSSARY

I. TERMS USED IN DETERMINING RENT 15-1
II. GLOSSARY OF HOUSING TERMS 15-7
III. GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE 15-16