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MIAMI-DADE PUBLIC HOUSING AGENCY

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY
(ACOP)**

**BCC Adopted:
EFFECTIVE:**

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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

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Admissions and Continued Occupancy Policy

I. Program Administration

A. Purpose of the Admission and Continued Occupancy Policy

This Admission and Continued Occupancy Policy (ACOP) is a supporting document to Miami-Dade Public Housing Agency's Public Housing Agency (PHA) Plan. It shall be available for public review during regular office hours Monday through Friday at its main administrative offices located at 701 NW 1st Court, and at the Public Housing Regional and Site Offices.

The purpose of the ACOP is to establish written policies in accordance with United States Department of Housing and Urban Development (USHUD) regulations and in regards to matters not covered under the USHUD regulations, but left to local discretion for the Public Housing Program, as established by the United States Housing Act of 1937. The regulations that govern these programs are documented in Title 24 of the Code of Federal Regulations (CFR) Parts 5, 960, 966 and other applicable regulations promulgated by the USHUD.

B. Miami-Dade Public Housing Agency (MDPHA)

Miami-Dade County, as defined, is the local government entity responsible for affordable housing programs, administers assisted housing programs through the Miami-Dade Public Housing Agency, hereafter referred to as the "Agency" or "MDPHA". Although the Agency has responsibility for all day-to-day operations of the Public Housing programs, any revisions to this policy after its adoption, requires approval from the Board of County Commissioners and/or other authorized MDPHA officials.

Administration of the Public Housing programs shall comply with applicable Federal, State and local law, Public Housing regulations, handbooks, and policies promulgated by USHUD, and other federal laws including the Fair Housing Act, as amended, The Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 3 of the Housing and Urban Development Act of 1968, as amended.

For more information visit MDPHA's website at www.miamidade.gov/housing

C. Ann Marie Adker Consent Decree, et al v Miami-Dade County and USHUD (Adker Decree).

The Adker Decree expired August 1, 2009. MDPHA will ensure that the eligibility process is completed for mobility pool members that started the process prior to the expiration of the Adker Decree.

D. Voluntary Compliance Agreement

In March 2005, the County executed a Voluntary Compliance Agreement (VCA) with USHUD, which requires the County to construct or convert 478 public housing units and common areas to comply with the Uniform Accessibility Standards (UFAS), the Fair Housing Act and the Architecture Barriers Act.

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E. Fraud and Crime Control Program

MDPHA investigates allegations of fraud or illegal activity committed by housing program applicants and residents to include family members included in the lease. Incidents of fraud or illegal activity may be reported by calling MDPHA's fraud hotline number at 786-469-4105. All calls are confidential and callers will remain anonymous.

An additional approach to reduce crime in public housing sites is the Public Housing Crime and Reduction program, which involves a coordinated effort by local law enforcement agencies. Non-emergency suspicious activities are to be reported to 305-638-6308.

USHUD's Office of the Inspector General (OIG) established a satellite office, to investigate allegations of housing fraud. The office is located at 1401 NW 7 Street, Miami, Florida 33125, The Inspector General accepts calls from staff and public at 305-644-5300. Calls are confidential and all information received is handled by the Inspector General.

Miami-Dade County's OIG is a local law enforcement agency that works in conjunction with MDPHA to prevent and eliminate crime and fraud in MDPHA housing programs. MDPHA may refer cases to Miami-Dade County's OIG, or any other local law enforcement agency with jurisdiction to investigate housing fraud, criminal and fraud cases for legal prosecution and collection of debt, if applicable. Miami-Dade County's OIG representatives will attend grievance hearings as required, when MDPHA proposes to deny admission or terminate tenancy regarding cases they have investigated or prosecuted.

In an effort to maintain crime control in MDPHA's public housing developments, each site manager shall establish a "no trespass" listing of persons who have been terminated for drug, violent and non-violent criminal activities, including domestic violence. Such list must be included in MDPHA's shared drive and be posted in conspicuous places in each development. The list must be kept periodically updated.

F. Assistance to Limited English Proficiency (LEP) Persons

MDPHA is committed with ensuring the accessibility of its program and activities to all eligible applicants and program participants. MDPHA staff shall provide high quality customer service to LEP persons, as follows:

- Spanish and Creole are the most common non-English languages used by applicants and program's participants.
- Staff members fluent in Spanish and Creole will assist LEP applicants and residents with issues related to MDPHA's housing programs by providing required information, resources available for LEP families, and how to access those resources.
- Vital documents, letters and signs translated into Spanish and Creole must be posted in public place.

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II. Eligibility for Admission and Processing of Applications

A. Affirmative Marketing

MDPHA's marketing plan ensures inclusion on its waiting list of all persons without regard to race, national origin, color, sex, religion, age, disability, familial and marital status, ancestry or sexual orientation.

The opening of the waiting list will be advertised at a minimum in each of the following newspapers: *The Miami Herald*, the largest paper of daily general circulation; *The Miami Times*, the paper with the largest circulation among African-Americans; *Diario Las Americas*, a Spanish publication, the *Haiti en March*, a Haitian publication, and *The Voice*, a publication for disabled persons. The opening and closing dates of any open waiting list period will be advertised in advance. The waiting list ranking process will be conducted per the State of Florida laws.

1. Outreach to Very-Low Income Families.

Efforts will be taken to ensure outreach to Miami-Dade County's eligible population providing information of all opportunities to apply for program assistance. In order to reach the widest eligible population, the agency may use special outreach in any of the following methods:

- Notice to churches, synagogues, and other places of worship,
- Notice to government offices including Miami-Dade County regional libraries, Miami-Dade County Department of Human Services, Social Security Administration, State of Florida Department of Children and Families or other agencies designed to assist the low income community;
- Notice to agencies that assist the elderly or disabled;
- Public service announcement on radio or television;
- Announcement at public meetings; and
- Any other methods deemed appropriate to increase the scope of outreach for eligible applicants.

2. Marketing and informational materials will:

- Comply with Fair Housing Act requirements on wording, logo, etc.;
- Describe the application process, waiting list and preference structure accurately;
- Use clear and easy to understand terms and distribute in more than English-language print media;
- Contact agencies that serve potentially qualified applicants least likely to apply (e.g. the disabled) to ensure that accessible/504/ADA-adaptable units are offered to applicants who need their features;
- Make clear who is eligible: low income individuals and families; working and non-working people; and people with both physical and mental disabilities; and
- Be clear about MDPHA's responsibility to provide reasonable accommodations to people with disabilities.

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B. Qualifying for Admission

1. Placement on the waiting list does not indicate that the applicant is eligible for admission. A final determination of eligibility will be made when the applicant is selected for interview from the waiting list. It is MDPHA's policy to admit into its housing programs only qualified applicants.
2. An applicant is qualified if he or she meets all of the following criteria:
 - Is a family, as defined in Appendix I of this ACOP
 - Meets USHUD requirements on citizenship or immigration status as described in item # 3 below;
 - Has an Annual Income (as stated in Chapter XII of this ACOP) at the time of admission that does not exceed the income limits (maximum incomes by family size established by USHUD) posted in MDPHA offices;
 - Provides documentation of Social Security numbers for all family members as described in item # 4 below; and
 - Meets the Applicant Selection Criteria in Chapter II, of this ACOP, including completing a MDPHA-approved pre-occupancy orientation session, if requested;
3. Citizenship or Eligible Immigration Status

MDPHA is required to determine the citizenship and immigration status of each individual to determine the family's eligibility for full assistance or prorated assistance. To receive housing assistance all family members must be either citizens, nationals of the United States, or eligible immigrants. A "mixed family" includes ineligible noncitizens and may be eligible for pro-rated assistance... Details of the requirements are described below:

- a. There are four categories of citizenship/immigration status:
 1. Eligible citizen
 2. Eligible noncitizen
 3. Ineligible noncitizen
 4. Pending verification
- b. Acceptable documentation of eligible citizenship status is one of the following documents:
 - U.S. Passport (unexpired)
 - U.S. Birth Certificate
 - Certificate of Citizenship
 - Naturalization Certificate
- c. A noncitizen must have permanent residence, refugee or asylee status to be eligible for assistance. Acceptable document of eligible immigration status for noncitizens is one of the following documents:
 - Permanent residents: Permanent Resident Card (Form I-551), also known as the "Green Card".
 - Asylees: Asylum Approval Notice and Employment Authorization Document (EAD), or Arrival-Departure Record (Form I-94), along with government-issued ID card with photo.

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- Refugees: Refugee Approval Notice and Employment Authorization Document (EAD).
- d. Documents must be current and unexpired.
 - e. Declaration of Ineligible Immigration Status: An individual may contend not to have eligible immigration status. The family must identify in writing which family member does not contend to have eligible immigration status. A single member household without eligible citizenship or immigration status is not eligible for assistance and may not be admitted into the program.
 - f. As long as one family member is either a citizen or eligible noncitizen, the family may qualify as a “mixed family” and the housing assistance must be pro-rated based on the family members who are either citizens or eligible immigrants, which means they will pay a higher rent than they would if all family members were either citizens or eligible (24 CFR 5.508).
 - g. MDPHA requires all participant families receiving assistance on June 19, 1995 or after November 29, 1996 to provide written documentation of legal immigration status. At the time of annual re-certification or interim certification, new family member shall provide written proof of immigration status for verification by MDPHA. All family members must submit proof as follows:
 - h. Documentation proving citizenship or eligible immigration status must be provided to MDPHA within ten (10) business days. MDPHA may extend the submission period not to exceed thirty (30) days. The family members coded as eligible noncitizens are required to submit evidence of changes in eligible immigration status while being continuously assisted under the program. MDPHA shall verify with INS through primary, and if necessary, secondary verifications of documentary evidence submitted by the family to determine the eligibility of each family member. The INS SAVE system provides access to names, file numbers and admission numbers of noncitizens.
 - i. Pending Verification of immigration status: When the primary verification (via SAFE) and secondary verification (manual verification request to DHS) of any immigration documents that were timely submitted has not been completed. Also, when an appeal by the individual with DHS is pending.
 - j. Once the applicant or participant has submitted the documents of eligibility, MDPHA may not deny, delay or terminate assistance solely on the basis that the primary or secondary verification of the immigration documents has not been completed.
 - k. In circumstances where INS has not verified eligibility, the family will be provided with a written notice that shall include:
 - That the family has a right to request an appeal to INS of the results of the verification of immigration status;
 - That the family has the right to request an informal hearing with MDPHA upon completion of the INS appeal. Such hearing shall be in accordance with hearing procedures in Chapter IX of this ACOP;
 - That housing assistance may not be denied or terminated until the conclusion of the INS or MDPHA appeal process; and

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- Notification of the type of assistance for which the family may be eligible (continued assistance, temporary deferral of assistance or pro-ration of assistance).

4. Mandatory Social Security Numbers

Per the January 27, 2009 Refinement of Income and Rent Determination final rule, effective January 10, 2010, all members of the household must provide appropriate documentation of his or her Social Security Number (SSN) before the household is admitted into the program. Each program participant whose initial determination was before the effective date of the final rule must submit their SSN at the next interim or regularly scheduled reexamination (24 CFR 5.216 & 5.218).

a. Disclosure requirement for assistance applicants

At the time applicant's eligibility is determined, each applicant must submit: 1) the complete and accurate SSN assigned of the applicant and each member of the applicant's household, including the live-in aide and children under the age of six (6), and 2) required documentation to verify each SSN as referred in paragraph (c) below.

b. Disclosure requirement for program participants

- Initial Disclosure: Each participant whose initial determination of eligibility under the program was begun before January 31, 2010 must submit the complete and accurate SSN and documentation to verify the SSN at the next interim or regularly scheduled reexamination of family composition or income, or other recertification for the program involved. This includes any household member who has not previously disclosed the SSN or has been assigned a new SSN.
- Subsequent Disclosure: When an additional household member is added, including a new born or live-in aide, the complete and accurate SSN for each new member must be provided and verification provided at the time of the request or at the time of processing the interim reexamination or recertification of family composition that includes the new member.

c. Verification of SSNs

Applicants and participants need to submit one of the following documents to confirm their SSN:

- A valid SSN card issued by the Social Security Administration (SSA), or
- An original document from a federal or state government agency that contains the individual's name and SSN, along with identifying information of the individual (i.e. address, date of birth, etc.)

Referral sources for applicants and participants who need to request SSN card or information: Information regarding SSN cards is available at www.socialsecurity.gov or (800) 772-1213.

d. Time frame to submit documents to confirm the SSN

- Applicants: If at the time of eligibility, the documents to verify the SSN for each family member cannot be submitted and the applicant is otherwise eligible, the applicant may retain its place on the waiting list for the program, but cannot become a program participant until the required documents to confirm the SSN is provided. Applicants may be given up to 90 days to submit documents confirming each household member's SSN.

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- Program Participants: Next annual or interim reexamination or within 90 days of request date.
 - MDPHA may grant additional time up to 90 days, only if there are unforeseen circumstances beyond the family's control that prevent the family from complying with the SSN requirements.
- e. Penalties for failing to disclose and verify SSN
- Applicants: MDPHA must deny the eligibility of an assistance applicant if the assistance applicant does not meet the applicable SSN disclosure, documentation and verification requirements by the time eligibility is determined or within the time frame established to provide documentation in item (d).
 - Program participants: MDPHA must terminate the assistance or the tenancy, or both, of a participant if the participant does not meet the applicable SSN disclosure, documentation and verification requirements.
- f. Individuals who do not contend eligible immigration status
- A single member household without citizenship or immigration status is not eligible for assistance and may not be admitted into the program.
 - A family otherwise eligible for assistance, including household member(s) not contending eligible immigration status (other than the head of household) may be admitted into the program provided prorated assistance. An alternative identification number will be requested to USHUD for the family member not contending eligible immigration status.

5. Legal Capacity:

The head of household of the family must be eighteen (18) years of age or older at the time of application, or have been emancipated by a court of competent jurisdiction, otherwise the family will be removed from the waiting list. The head of household must have the capacity under state and local law to enter into a legally binding lease agreement, where the tenant is bound by the terms of the lease.

C. Waiting List Management

MDPHA has one community-wide open enrollment that is organized by two separate waiting lists: one for Project-based programs and another for Tenant-based programs:

1. The Project-based Waiting List includes the following programs:

- Conventional Public Housing, including Assisted Living Facilities,
- County-owned Section 8 New Construction(*); and
- Section 8 Moderate Rehabilitation

(*) County-owned Section 8 New Construction Developments: Miami Gardens, Wynwood, Singer Plaza, Little Havana I, Riverside, Gibson Plaza, Coconut Grove, Goulds and Perrine Rainbow. Effective February 1, 2008, the Section 8 New Construction developments have been transferred to the Office of Community and Economic Development (OCED). MDPHA will continue managing the Section 8 New Construction program waiting list and certifying eligible families until a formal request from OCED is approved to oversee the Section 8 New Construction program waiting list.

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2. The Tenant-based Waiting List may include the following programs:

- The Housing Choice Voucher Program, and all targeted programs including but not limited to,
- Mainstream Vouchers for Non-Elderly Persons with Disabilities; and
- Project-Based Voucher Program.

The requirements for the Tenant-based Waiting List are included in the Section 8 Administrative Plan.

3. Position on Waiting List

In the Project-based Waiting List, each applicant will be categorized by the type (e.g., general occupancy, elderly designated buildings, unit with accessible features and size (number of bedrooms required) of unit. Applicants who qualify for any local preferences that may be established shall be given priority for housing placement over non-preference applicants.

4. Movement on the Waiting List

Each family moves up the waiting list in sequence, based upon:

- A neutral lottery system that determines the applicant's ranking on each waiting list by program.
- Type and size of unit required.
- Local preference.

When an applicant reaches top of the Project-based Waiting List, the applicant's information will be verified, including the local preference request, so that the applicant may be certified eligible to receive benefits. Applicants failing to provide verification of local preference will not be eligible for the preference and restored to the general waiting list. Applicants determined ineligible for local preference will be promptly notified of their change in status.

Applicants determined ineligible will be promptly notified of their ineligibility and the reason for the determination, and shall be provided an opportunity for an informal review if requested within thirty (30) days of the notice.

Multiple unit offers may be provided by geographical zones: North, Central and South.

5. Changes to Family Composition

All changes to the family composition shall be considered on a case-by-case basis and approved by the director or designee, and must be documented at the time such changes occur.

- a. Requests for additions to the family composition are to be made in writing by the head of household and are restricted to:
 - Spouses or domestic partners (see definition of Family in Appendix I of this ACOP), children born to, adopted, or otherwise granted custody by operation of law, including foster children. MDPHA will require documentation that the head of household has authorization to include a minor as part of the household. Court approved custody or guardianship is not the only mechanism for

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establishing that a head of household has authorization to include a minor in the family composition. Addition of minors may also be allowed for families in which one (1) or more children live with the designee of the parent or legal custodian, with the parent or custodian's written consent. Documentation can include but is not limited to court documents, pre-need guardian, school records, other state and federal public assistance documentation, or power of attorney.

- Immediate relatives (sons, daughters, brothers, sisters, parents, grandparents and grandchildren), may be added for humanitarian and extraordinary reasons, including reasonable accommodation for a family member.

b. Addition of a Live-in Aide

- MDPHA will consider approval of a written request for a live-in aide (see definition in Appendix I of this ACOP) as a reasonable accommodation, upon written verification that the elderly, near elderly, or disabled person requires the services of a live-in aide. For the Live-in Aide Request and Verification forms, refer to Appendix IV of this ACOP, Reasonable Accommodation Policies and Procedures.
- The live-in aide is a household member not a family member. The income of the live-in aide is not considered towards the calculation of the family's annual income.
- The live-in aide may live in the unit solely to care for the disabled family member and qualifies for occupancy as long as the individual requires the supportive services. MDPHA shall deny occupancy of the unit to the live-in aide after the disabled resident, for whatever reason, no longer resides in the unit.
- A relative may be considered as a live-in aide, but must meet all the above criteria and be qualified to provide the care for the family member. The head of household and the live-in aide shall acknowledge that the live-in aide does not have any right to the unit. The live-in aide does not qualify for continued occupancy as a remaining family member, by signing the Live-In Aide Agreement which shall become an addendum to the resident's lease (for the Live-In Agreement form, refer to Appendix IV of this ACOP, Reasonable Accommodation Policies and Procedures).
- Under extraordinary circumstances, upon approval of the division director, relatives satisfying the definition of a live-in aide wanting to have remaining family status may be added to the family composition as a family member and not as a live-in aide. In such case, the relative's income will be considered in the family's annual income.
- An eligible live-in aide must meet the admission criteria described in this chapter. This includes proof of citizenship or eligible immigration status and mandatory social security number. Criminal and sex offender background checks of the proposed live-in aide shall be completed prior to his/her approval. MDPHA has the right to deny the request for a live-in aide that does not meet the criteria described herewith.

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c. Removals from the Family Composition:

- Applicants
 - Any adult family member including the head of household requesting to be removed from the family composition must provide a notarized statement agreeing to the removal. MDPHA, at its discretion, may request additional documentation to verify the permanent relocation of the family member requesting removal.
 - If the adult family member is unable to provide the notarized statement (e.g. death, jail), the head of household must provide a written statement explaining the reason why the family member is unable to provide the statement and provide supporting documentation, if available (e.g. death certificate, jail order).
- Residents (continuous assistance)
 - Any adult family member, including the head of household, requesting to be removed from the family composition, must provide a notarized statement agreeing to the removal, signed by the adult family member and the head of household. The notarized statement must be accompanied by two pieces of supporting documentation showing that the family member is no longer residing in the subsidized unit. Supporting documentation to prove another residency may include but is not limited to copy of dwelling lease agreement and official mail properly dated and showing new address. MDPHA, at its discretion, may request additional documentation to verify the permanent relocation of the family member requesting removal.
 - If the adult family member is unable to provide the notarized statement (e.g. death, jail), the head of household must provide a written statement explaining the reason why the family member is unable to provide the statement and provide supporting documentation, if available (e.g. death certificate, jail order).

D. Opening and Closing of the Waiting List

1. Timing

- a. MDPHA may elect to dissolve the waiting list approximately every five (5) years. Once the waiting list is dissolved, re-application is necessary during the open registration period in order to be added to the new waiting list.
- b. The position of the applicants on the Project-based and Tenant-based Waiting Lists is determined by a neutral lottery system. One lottery is conducted for the Tenant-based Waiting List and another lottery is conducted for the Project-based Waiting List. Ranking is done through a computerized application and is verified by a third party.
- c. MDPHA may re-open the Project-based Waiting List within five (5) years if there are insufficient applicants for a particular bedroom size, type (e.g., general occupancy,

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elderly designated buildings, accessible or non-accessible), or for one or more of the local preferences. .

- d. The opening and closing of registration periods will be advertised in the media, as described in Section A of this Chapter, for the purpose of reaching all segments of the community and with appropriate advance notice.
- e. Former residents of Scott Homes and Carver Homes will be given priority over other new admissions to the new HOPE VI Scott/Caver redevelopment, in accordance with the Scott/Carver Return Policy.

2. Open Registration at Designated Locations

- a. Persons interested in applying for the programs offered by MDPHA may do so during open registration periods described herein.
- b. Applications will be available on-line at designated locations. Media advertisement and marketing providing notice of the opening of the waiting list will be conducted. The designated locations will be accessible to persons with disabilities and will be part of the notice.

3. Submission of Applications

- a. The waiting list registration period shall remain open for at least five (5) days.
- b. MDPHA's application for public housing admission may request and include, but may not be limited to, the following information for each application: family composition and income, social security numbers, applicant's race and ethnicity; dates of birth; disability, immigration status of each family member, and local preference.
- c. Applications will be available electronically during the open registration period at www.miamidade.gov/housing. Assistance with the online submission may be available at locations specified in the media announcement throughout Miami-Dade County to enable access to all eligible applicants.
- d. In the event that MDPHA decides to accept applications in person at designated locations, MDPHA will make reasonable accommodations for applicants with disabilities.
- e. Only one application is allowed per family. Duplicate applications will be disregarded. Applications will be screened for duplicity to ensure that the applicant or any other adult family member listed in the application has not submitted another application.
- f. If an applicant is determined ineligible to be placed on the waiting list, the applicant will be notified by mail.

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E. Processing Applications for Admission

All applicants will certify that the information provided in the pre-application is true and accurate. Verification of all information provided will be sought as part of the eligibility process.

1. All applicants are responsible for updating MDPHA regarding changes of address and other contact information. If an applicant does not respond to notices of scheduled appointments or MDPHA correspondence requiring information, the applicant's name will be removed from the waiting list. If removed from the waiting list, applicants will have a right to request an informal review in accordance with the Grievance Policy, Chapter IX of this ACOP.
2. Applications are nontransferable except under the following conditions:
 - a. If the head of household becomes deceased, the remaining adult family member will automatically become the head of household, provided such person meet all eligibility requirements. In circumstances where there is more than one (1) surviving adult family member, the family shall determine which surviving family member should be head of household. MDPHA shall not make the determination nor create more than one (1) application.
 - b. If the head of household is deceased and the remaining family members are minors, the person granted legal custody of such children becomes the head of household and is entitled to the original date of application, provided such person meets all eligibility requirements.
 - c. Only one application is allowed per family. Therefore, if a family divides, MDPHA will consider the following circumstances in determining which family member shall assume the application:
 - The desires of the family;
 - The interest of minor children, or disabled or elderly family members;
 - Any instance of actual or threatened physical violence against a family member by another family member;
 - Which family members were part of the original application for assistance; or
 - If a court determines property disposition between the family members, MDPHA will abide the court's determination.

F. The Applicant Selection System

The factors that may affect applicant selection are described below:

1. Need for units complying with the Uniform Federal Accessibility Standards (UFAS) or units with accessible features.
 - a. Transfers of residents with disabilities and placement of applicants with disabilities requiring units complying with UFAS or units with accessible features (as defined in Appendix I of this ACOP), will be approved in accordance with the Reasonable Accommodation Policies and Procedures (Appendix IV of this ACOP), through the Applicant and Leasing Center.

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- b. When an accessible unit becomes available, the unit will first be offered to a current resident with disabilities in the same development who requires the accessibility features of the vacant accessible unit and occupying a unit not having those features.
- c. If there is no current resident in the same development who requires the accessibility features, then the vacant accessible unit will be offered to a resident with disabilities residing in another development that requires the accessibility features.
- d. If there is no current resident who requires the accessibility features of the vacant, accessible unit, then the vacant accessible unit will be offered to an eligible qualified applicant with disabilities on the waiting list who can benefit from the accessible features of the available accessible unit.
- e. If there is not an eligible qualified resident or applicant with disabilities on the waiting list who wishes to reside in the available accessible unit, then it will be offered to an applicant on the waiting list who does not need the accessible features of the unit. MDPHA's *Conventional Public Housing Dwelling Lease* requires residents to relocate to a vacant non-accessible unit within 30 days of notice by MDPHA, if there is an eligible applicant or existing resident with disabilities who requires the accessibility features of the unit.

2. Income Targeting

MDPHA will comply with applicable USHUD income targeting requirements for Public Housing as indicated below, or as may be amended by USHUD:

- Families with incomes between 0% and 30% of area median income (extremely low income): This group must constitute at least 40% of all new admissions from the waiting list in any year.
- Families with incomes between 31% and 80% of area median income: The remaining Public Housing new admissions (no more than 60%) can be up to the low-income level (up to 80% of the area median income).
- To attain the annual extremely low-income targeting requirement of 40%, MDPHA may reach to applicants on that income level from the waiting list.

3. Transfers

MDPHA will also offer units to existing residents on the transfer list. Emergencies and reasonable accommodation transfers are processed before new admissions, as detailed in Chapter V of this ACOP. Transfers do not count toward the 40% income targeting requirement.

4. Designated Housing

- a. Elderly families (see definition in Appendix I) from the Project-Based Waiting List will receive a priority for admission to units or buildings covered by a USHUD-approved Elderly Designation Plan. When there are insufficient elderly families, MDPHA may reopen the Project-based waiting list to receive applications for this type of unit designation (elderly designation).

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- b. Currently, USHUD approved MDPHA's Designated Housing Plan to designate 2,598 units for the elderly. The projects designated for the elderly and their number of units are:

Biscayne Plaza (52), Edison Plaza (80), Florida City Gardens (50), Goulds Plaza (50); Haley Sofge (475), Helen Sawyer Assisted Living Facility (101), Lemon City (100), Palmetto Gardens (40), Peters Plaza (102), Robert King High (315), Smathers Plaza (182), South Miami Plaza (97), Three Round Towers (391), Ward Towers (200), Wynwood Elderly (72), Palm Court (88), Palm Towers (103), and Ward Towers Assisted Living Facility (100).

5. Mixed Population Projects:

A mixed population project is a public housing development that was reserved for elderly and disabled families at its inception, dwelling units with special accessibility features for handicapped persons will be offered first to families with persons that require the accessibility features of such units.

6. Deconcentration of Income and Poverty

- a. MDPHA may perform an income analysis of its covered public housing developments to determine those covered developments falling outside the Established Income Range (EIR). The EIR is between 85 to 115% of the average family income of MDPHA covered developments, or 30% of the Area Median Income, whichever is greater.
- b. MDPHA's policy includes capital improvements toward developments with average income below the EIR to encourage applicant families with income above the EIR to accept units in those developments.

7. Waiting List Admission Preferences

Preference request is limited to one per family.

- a. Assisted Living Facilities (ALF)

- MDPHA provides preference to applicants desiring to be housed in an ALF over other new admissions in the Project-based waiting list upon verification, that the applicant meets the ALF eligibility criteria at the time of eligibility screening. ALF eligibility criteria are set forth in Chapter III, Section G of this ACOP.
- Qualified transferees from a Public Housing development to an ALF will be given priority of admission over ALF applicants. If such ALF transfer list is exhausted, MDPHA will house qualified ALF applicants from the waiting list.
- When there are insufficient qualified ALF transferees or eligible ALF applicants, to occupy ALF vacant units within the term of a waiting list, MDPHA may reopen the waiting list to receive applications for the ALF.
- Transferees or applicants in the latter category shall be required to execute a lease permitting MDPHA to transfer said transferee or applicant in the event an

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ALF eligible transferee or applicant requires the unit. MDPHA shall be responsible for the moving costs of the transferee or applicant who is required to relocate.

b. Displaced Persons

Includes persons displaced due to governmental action and national disasters declared by the President of the United States, The referral for assistance must be made within six (6) months of the displacement in order for such families to qualify for housing assistance.

- Families displaced because of national disasters must be referred and verified by the Relocation Office of the Miami-Dade County Office or applicable authorities
- Written referrals proving the person has been displaced due to governmental action may also be accepted from USHUD, appropriate federal, state and local law enforcement agencies, by the State Attorney's Office, or by the courts.

c. Veterans

MDPHA provides preference over new admissions from the Project-based waiting list to applicants whose head or co-head are eligible veterans.

- A veteran is a person who:
 - ✓ had at least 180 days of regular active duties and was honorably discharged or released; or
 - ✓ had at least 90 days of active duty service, of which at least one (1) day of service was in a war conflict and was honorably discharged or released, or
 - ✓ served in a war conflict and was awarded a Purple Hart or became disabled, regardless of completion of days of active duty.
- The veteran status extends to spouses, widows, widowers and parents of the military killed during a time of war.
- Applicants claiming a veteran's preference must provide a copy military service record, proof of service, or the discharge documents (Form DD214) of the veteran for whom the preference is claimed.

Applicants failing to provide verification of local preference at initial eligibility screening will not be eligible for the local preference and will be restored to the general waiting list for selection in accordance to the movement on the waiting list. Applicants determined ineligible for local preference requested will be promptly notify of their ineligibility and shall be provided an opportunity for an informal review if requested within thirty (30) days of the notice.

MDPHA will not hold its units vacant for applicants or transferees with a preference, nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with a preference.

Applicants requesting a preference should be properly coded in waiting list.

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G. Interviews and Verification Process

1. As applicants approach the top of the waiting list, they will be contacted by mail and scheduled for an initial eligibility interview to commence their screening. Once a housing offered is accepted, they will be contacted by mail and scheduled for an eligibility interview to complete the applicant file. Applicants who fail to attend a scheduled interview, or who cannot be contacted to schedule an interview, will have their applications withdrawn, except under reasonable accommodation provisions for persons with disabilities as described in MDPHA's Reasonable Accommodation Policy and Procedures, Appendix IV of this ACOP.

Generally, MDPHA will verify the family's eligibility for public housing benefits within sixty (60) days. Verification documents for initial certifications (admissions) and annual re-examinations must be no older than 120 days on the move-in date or the effective date of the re-examination.

2. The following items will be verified to determine qualification for admission to MDPHA

- Family composition and type (Elderly/Disabled/near elderly /non-elderly);
- Annual Income;
- Assets and Asset Income;
- Deductions from Income;
- Local preferences;
- Social security numbers of all family members;
- Applicant Screening Information; and
- Citizenship or eligible immigration status.
- Current landlord references
- Criminal background, including any arrest due to drugs, and if registered as a sex offender
- Debts owed to a public housing authority and termination of assisted housing through USHUD's Enterprise Income Verification (EIV) system
- Housing assistance (avoiding double subsidy) by a public housing authority through USHUD's Enterprise Income Verification (EIV) system
- Public Records (eviction history).

3. EIV Verification

MDPHA will verify information of each household member through EIV.

- Double Subsidy: If during the eligibility process, or at any time after admission, EIV shows that a family or any household member is receiving subsidy from another housing agency (i.e. shown as residing in another housing authority or housing program), the family or household member must show proof of move-out or Move out Authorization from the other housing agency or program before approval for admission or continuation of assistance. MDPHA may provide up to 30 days for the family or household member to show proof of termination of tenancy from the other housing agency or program. If after the 30 days, the applicant or participant does not provide proof of moved out from another housing authority or program, assistance will be denied.

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- Debt Owed: If the EIV information shows that a family or household member was a former MDPHA tenant, moved out from another housing authority or program leaving a debt, or was terminated for adverse reason(s), the family will be responsible for clearing the debt or termination information within ten (10) business days. If after the ten (10) days, the family does not provide proof of debt cancellation or cleared adverse termination, assistance will be denied.
 - MDPHA will verify in EIV that double subsidy, debt owed or adverse termination has been cleared. The family has right to request an informal review or informal hearing in accordance with hearing procedures in Chapter IX of this ACOP.
4. Applicants reporting zero income will be asked to complete the *Monthly Family Expense* and *Income Contribution* forms to document how much they spend on: food, transportation, health care, child care, debts, household items, etc. and what the source of income is for these expenses. The *Income Contribution* form is a certification signed by the person who provides the income contribution and must be notarized.
5. Interview Process:

Each eligibility interview appointment letter includes a list of all the documents required by MDPHA at the interview and the Personal Declaration form, or any other approved form for the same purpose.

- To the greatest extent possible, eligibility interviews are conducted in privacy. Reasonable accommodations will be provided for persons with disabilities who may require special services.
 - Original documents such as birth certificates, social security cards, pay stubs, and receipts will be reviewed, photocopied and included in the applicant's file.
 - During the applicant's formal interviews, the eligibility interviewer will compare new information received with past information stated on the application and query the applicant regarding any discrepancies and/or require additional documentation.
 - Any additional information or documentation specifically requested of the applicant at the eligibility interview must be provided within ten (10) business days of the interview date unless an extension is granted.
 - The applicant family must complete all applicable information spaces on the Personal Declaration form. Misrepresentation of income, family composition or any other information affecting eligibility and selection criteria will result in the family being declared ineligible. In the event fraud is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility requirements at the time.
 - After MDPHA has reviewed all information with the applicant, all adult family members (see definition in Appendix I of this ACOP) at the time of the eligibility interview, are required to sign the Personal Declaration form and other necessary forms such as the *Authorization to Release Information*, prior to conducting background checks.
6. Personal Declaration Form

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The Personal Declaration is a personal statement of information required to evaluate the eligibility for selection of the applicant. Information required on the Personal Declaration form relate to the following:

- Household composition
- Local preferences (if applicable)
- Emergency contacts
- Previous landlord references
- Background references
- Care of unit
- Family income
- Family assets
- Child-care expenses
- Disability assistance expenses
- Medical expenses
- Criminal background

7. Third Party Verifications

- a. For applicants, written verification from third parties are the most desirable forms of verification of the information provided on the *Personal Declaration Form* and other required forms. Third-party verification includes written, oral or electronic verification (internet, faxed or e-mailed information).
- b. MDPHA will utilize the verification guidelines under PIH Notice 2004-1, Verification Guidance, and PIH 2006-41, Verification of Social Security and Supplemental Security Income benefits, as applicable, and any subsequent guidelines and regulations issued by USHUD.
- c. If attempts to obtain third-party written verification of income, assets and/or expenses are unsuccessful, MDPHA will use (1) oral (telephone or in-person) verifications, (2) review of documents, and if no other form of verification is available, (3) applicant certifications.
- d. At least two (2) documented attempts must be made for written third party verification before obtaining oral (telephone or in-person) third party verifications. Within three (3) business days of sending the written verification, if the written verification is not received, MDPHA will telephone the independent source and request that the information be completed and sent to MDPHA by the following day. If the information is not received by close of business on the following day, MDPHA will again call the independent source on the next day and request that the information be sent. The file must document the attempts made to obtain third party verification.
- e. Oral verifications will be used when written verification is not obtained within ten (10) business days from the date that the written verification was mailed, faxed or e-mailed directly to the independent source. Documentation shall be placed in the applicant or resident file and on computer system notes and shall indicate who provided the information and when, as well as the MDPHA staff person who obtained the information, along with the confirmed verified information.

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- f. If oral third party verification cannot be obtained within two (2) business days, MDPHA will review original documents provided by the applicant. MDPHA must document in the file the reason(s) why third party verification was not available.
- g. Personal certifications will only be used as a last resort when all other verifications are not possible. When MDPHA relies on applicant/tenant certification (notarized statement or affidavit), the file must be documented as to why third party verification was not available.
- h. In support of the applicant/tenant's declaration of income, MDPHA may review original (authenticated) documents provided by the applicant or resident. All documents should be dated within the last 60 days of the interview. A photocopy will be placed in the file. Acceptable applicant or resident provided documents include: (1) consecutive and original pay stubs; (2) Social Security Administration award letter; (3) bank statements; (4) pension benefit statements; (5) TANF award letter; (6) other official and authentic documents from a Federal, State or local agency.
- i. Value of Assets: Each asset must be analyzed to obtain its net value (market/face value less redemption cost). When verifying the value of assets, for example, a bank account, use the current balance for savings account and the average balance for the last six (6) months for checking accounts. MDPHA will accept original documents (bank statement) to verify assets from checking and savings accounts in lieu of obtaining written or oral third party verifications, if the balance does not exceed \$4,999 and MDPHA is able to verify the asset through review of original documents (bank statement) provided by the applicant or resident.
- j. Income from Assets: Based on the total net value of family assets. When the total value of assets is \$5,000 or less, use the actual amount of income from assets. If the only asset is an interest bearing bank account, the actual income from the asset is the amount of interest earned shown in the last bank statement. When the total value of assets is over \$5,000, use the greater of:
 - The actual amount of income from assets, or
 - The imputed income from assets based upon the established HUD passbook rate. The 50058 automatically calculates the passbook rate percentage value of the assets, compares it to the actual income, and picks the greater amount.
- k. Income from Employment (Wages): Verification of income from any employer must be submitted directly by the employer by mail or by facsimile. If the information is faxed, it must be confirmed by telephoning the employer and documented with date and time of call. Self-employment declarations must be submitted in writing and notarized.
- l. Income from Government Assistance: Any verification of income from the Social Security Office, Department of Children and Family Services, Veterans Office, or other governmental agency must have an official stamp or other identifying mark.

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- m. If third party income verification is not otherwise available, a copy of the most recent federal income tax return shall be submitted, including any W-2 information, or six (6) consecutive pay stubs or earnings statements. As stated above, notarized statements or affidavits are the least desirable forms of verifications and shall be accepted only when all other types of verification attempted have failed.
- n. MDPHA will obtain verifications from previous landlords to verify the applicant's ability to pay rent and to comply with the lease terms, and will perform criminal and sex offender background checks on applicants and family members 16 years of age and over. Failure to comply shall result in removal from the waiting list, withdrawal of an offer, or termination of assistance.
- o. Prior to initial certification, applicants shall be informed that MDPHA will subsequently verify the family's income information they have provided MDPHA through USHUD's Enterprise Income Verification (EIV) system. EIV is a computer matching program that compares the income provided by the resident against income information supplied by state agencies on wages, unemployment compensation, and Social Security benefits.
- p. An applicant's intentional misrepresentation of information related to eligibility, preference for admission, housing history, allowances, family composition, income or rent would result in rejection. Unintentional mistakes that do not confer any advantage to the applicant will not be considered misrepresentations.

H. Screening Applicants for Admission

Any costs incurred to complete the application process and screening will be borne by MDPHA.

1. All applicants shall be screened in accordance with HUD's regulations and with sound management practices. Applicant must complete a self-proclaim certifying their ability to comply with essential provisions of the lease as summarized below:
 - to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
 - to care for and avoid damaging the unit and common areas;
 - to use facilities and equipment in a reasonable way;
 - to create no health, or safety hazards, and to report maintenance needs;
 - not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
 - not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or staff; and not to engage in drug-related criminal activity; and
 - to comply with necessary and reasonable rules and program requirements of USHUD and MDPHA.
2. MDPHA shall complete criminal background and sex offender checks on all household members 16 years of age and older for whom criminal records are available during the eligibility process and at any time MDPHA deems it necessary, to ensure the safety and peaceful enjoyment of the premises of other residents.

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3. MDPHA will perform criminal background and sex offender checks for applicants at local and national levels.
4. Prior to conducting any criminal and sex offender background check, household members over 16 years of age, including the live-in aide, must sign the *Consent Form Authorizing Miami-Dade Public Housing to Obtain Criminal Background Records*. The custodial parent will sign the required form for the minor.
5. Criminal and sex offender background checks will be conducted within five (5) days from the initial eligibility interview appointment, in accordance with Section J - Denial of Assistance, below.

I. Ability to Comply with Financial Obligations and Lease Requirements

1. Each applicant's ability and willingness to comply with the essential lease requirements will be self-proclaimed by the applicant. Applicant screening shall assess the conduct of the applicant and other family members listed on the application, in present and prior housing.
2. In verifying the applicant's ability to meet financial obligations, especially rent, MDPHA may perform verifications with at least one prior landlord. At the interview, applicants must provide current and prior addresses, as well as current and prior landlords' contact information.
3. The history of applicants' conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:
 - a. Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
 - b. Adversely affect the physical environment or financial stability of the project;
 - c. Violate the terms and conditions of the lease.
4. MDPHA may verify applicants' record of disturbance of neighbors, destruction of property or living and housekeeping habits at prior residences that may adversely affect the health, safety or welfare of other tenants or cause damage to the unit or development.
5. Payment of funds owed to MDPHA or any other housing authority is part of the screening evaluation. MDPHA will reject an applicant family for unpaid balances owed to MDPHA, or any other housing authority, by any member of the applicant family, or for money paid to an owner by MDPHA, until the unpaid balance is paid in full...
6. MDPHA's examination of relevant information respecting past and current habits or practices will include, but is not limited to, an assessment of the applicant and each family members:
 - a. Past performance in meeting financial obligations, especially rent and utility bills.

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- b. Record of disturbance of neighbors (sufficient to warrant a police call), destruction of property, or living or housekeeping habits that may adversely affect the health, safety, or welfare of other tenants or neighbors.
 - c. History of criminal activity on the part of any applicant family member involving crimes of physical violence to persons or property, or other criminal acts including drug-related criminal activity that would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or development.
 - d. A record of eviction from housing or involuntary termination from residential programs (taking into account date and circumstances).
 - e. An applicant's ability and willingness to comply with the terms of the MDPHA's lease, including but not limited to the community service requirement.
7. An applicant's intentional misrepresentation of information related to eligibility, preference for admission, housing history, allowances, family composition or rent will result in rejection. Unintentional mistakes that do not confer any advantage to the applicant will not be considered misrepresentations.

J. Denial of Assistance

- MDPHA may deny admission on a case-by-case basis when the screening process shows a pattern or prior history of drug or criminal activities, poor past performance in meeting financial obligations, specially rent, and history of inability to comply with the terms of previous leases, as verified by previous landlords or other entities.
- MDPHA must notify the household of the proposed rejection, the reason for the denial of admission, and provide an opportunity to dispute the accuracy and relevance of the record. If the denial is because of criminal background, MDPHA must provide the household member with copy of the criminal records, upon request. Criminal records for minors available to MDPHA by operation of law will be released to the head of household, parent or legal guardian of the minor, upon request.
- MDPHA may propose to deny assistance in the following instances whether the person had been arrested or convicted (see definitions in Appendix I of this ACOP).
 1. Ten (10) years from date of arrest for Criminal Activities under the One Strike Rule:
 - a. Drug-related, including but not limited to eviction or termination from federally assisted housing.
 - b. Non-violent criminal activities that may threaten the health, safety or right to peaceful enjoyment of the premises by other residents. Examples are crimes that involve disturbing the peace, crimes against the property such as burglary, larceny and robbery, and crimes that impose a financial cost such as vandalism, bribery and fraud, including fraud in connection with federally assisted housing.
 - c. Alcohol abuse or pattern of abuse, if MDPHA has reasonable cause to believe that the persons' abuse or pattern of abuse of alcohol may interfere

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with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Where the family has no pattern of repeated engagement in criminal activity of arrest and the disposition of the offense is dropped, nolle prosequere, no action, not guilty, acquitted, dismissed or not prosecuted by the court or State Attorney's Office, the family shall not be denied assistance for that criminal activity.

In determining denial of assistance related to drug or alcohol abuse, MDPHA must take into consideration: Evidence of drug or alcohol rehabilitation, as indicated under Mitigating Circumstances below, and If the drug or alcohol abuse is related to a disability, as determined by MDPHA's ADA Coordinator.

2. Five (5) Years for Other Non-criminal Activities:
 - a. Failing financial obligations (e.g., paying rent and utilities).
 - b. Inability to comply with the lease terms (e.g., record of disturbance of neighbors, destruction of property, living and housekeeping habits that may adversely affect the health, safety or welfare of other tenants or cause damage to the unit or development).
3. Permanently:
 - a. Methamphetamine manufacturers on premises of federally assisted housing.
 - b. Sex offenders subject to a lifetime registration under a state sex offender registration program.
 - c. Violent-related, including but not limited to murder, arson, aggravated battery and sex-related crimes not subject to lifetime registration under a state sex offender registration program.

In searching for sex offenders, MDPHA will perform background checks in the state of Florida and all other states where the household members are known to have resided, as found in the Florida Department of Law Enforcement website: www.dfldle.state.fl.us

K. Applicant's Claiming Mitigating Circumstances

1. If negative information is received about an applicant, MDPHA shall consider the time, nature, and extent of the conduct and factors that may indicate a reasonable probability of favorable future conduct. To be considered, mitigating circumstances must be verifiable.
2. Mitigating circumstances are facts relating to the applicant negative rental history or behavior, that, when verified, indicate: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, and applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information gathered in the screening process.
3. Examples of mitigating circumstances may include:

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- a. If the unit is not ready for move-in, the applicant may refuse the unit and receive another housing offer based on availability.
 - b. Evidence of successful rehabilitation. The household member who engaged in drug-related criminal activity or alcohol abuse has successfully completed a supervised drug or alcohol rehabilitation program approved by MDPHA;
 - c. Circumstances leading to the eviction or criminal activity no longer exist (for example, the criminal household member has died or is imprisoned);
 - d. Evidence of the applicant family's participation in social service or other appropriate counseling service; or
 - e. Evidence of successful and sustained modification of previous disqualifying behavior.
4. If the applicant asserts that mitigating circumstances relate to a change in disability, medical condition or treatment, MDPHA may refer such information to MDPHA's 504/ADA Coordinator to evaluate the evidence and verify the mitigating circumstance. MDPHA shall also have the right to request further information to verify the mitigating circumstance. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation (see MDPHA's Reasonable Accommodation Policy and Procedures document under Appendix IV of this ACOP), which will be used by MDPHA as the source document to process reasonable accommodation requests for persons with disabilities.

In its decision to deny assistance, MDPHA may consider the seriousness of the case, and the effect of denial of assistance on other family members who were not involved in the action or failure to act. MDPHA, if it admits such a family to the program, may impose as a condition of assistance, the requirement that family members (other than the head of house) who participated in or were culpable for the action or failure to act will not reside in the assisted unit, upon approval of the director or designee. In circumstances where the offending family member is the head of household, the entire family shall be recommended for denial of assistance.

5. Consideration of mitigating circumstances does not guarantee that applicants will qualify for admission. MDPHA will consider such circumstances in light of:
- a. the ability to provide documentation to verify the mitigating circumstances and prospects for improved future behavior;
 - b. the overall performance with respect to all the screening requirements; and
 - c. the nature and seriousness of the criminal activity, especially drug related and criminal activity that appears in the applicant's record.

L. Qualified and Unqualified Applicants

1. Verified information will be analyzed and a determination made with respect to:

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- Eligibility of the applicant as a Family
 - Eligibility of the applicant with respect to income limits for admission
 - Eligibility of the applicant with respect to citizenship or eligible immigration status
 - Eligibility of the applicant with respect to disclosure of Social Security Number for each household member
 - Unit size required
 - Qualification of the applicant with respect to the selection criteria.
2. Applicants who failed to respond to a notice to come in for processing, or do not cooperate with MDPHA in providing all required information, will be notified in writing that his/her name has been removed from the Project-based Waiting List and that he/she may request an informal review within thirty (30) days of the notice.
 3. The applicant shall be provided an opportunity for an informal review if requested within thirty (30) days of the notice.
 4. Eligible applicants, who are known to have a disability, but fail to meet the applicant selection criteria detailed in this Chapter, will be offered an opportunity to submit documentation in support of their claims that mitigating circumstances related to disabilities or reasonable accommodations will make it possible for them to be housed in accordance with the screening procedures. MDPHA's ADA/504 Coordinator will review such claims.

M. Occupancy Guidelines

Units shall be occupied by families of the appropriate size. This policy maintains the usefulness of the units, while preserving them from excessive wear and tear and under-utilization.

Minimum and Maximum-Number-of-Persons-Per Unit Standard

Number of Bedrooms	Minimum Persons per Unit	Maximum Persons per Unit
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

At the initial certification or during a change of dwelling, MDPHA shall, to the greatest extent possible, and within the occupancy standards, allow the family the flexibility of bedroom size to best accommodate family members based on age and gender. For occupancy standards an adult is a person eighteen (18) years or older.

1. Two (2) persons per bedroom will be the standard for the smallest unit a family may be offered.
2. A single person family shall be allocated a zero (0) or one (1) bedroom unit, and spousal partners a one (1) bedroom sized unit.

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3. The following principles govern the size of unit for which a family will qualify. Generally, two (2) people are expected to share one (1) bedroom, except that units will be so assigned that:
 - a. It will not be necessary for persons of different generations or opposite sex, other than those in spousal relationship, to occupy the same bedroom, although they may do so at the request of the family.
 - b. Exceptions to the largest permissible unit size may be made in case of reasonable accommodations for a person with disabilities.
 - c. Two (2) children of the opposite sex will not be required to share a bedroom, although they may do so upon written request from the family. Such situations may occur for families needing larger bedroom sizes (4, 5, 6 bedrooms) for which there are limited availability.
 - d. A family that consists solely of a pregnant woman shall only be allocated a maximum of a two (2) bedroom unit.
 - e. MDPHA will count a child in the occupancy standard who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school.
 - f. A single head of household parent shall not be required to share a bedroom with his/her child, although they may do so at the request of the family.
 - g. A live-in aide may be assigned a bedroom. Single elderly or disabled residents with live-in aides will be assigned one (1) or two (2) bedroom units.
 - h. Individual housing units with very small or very large bedrooms or other specific situations that inhibit or encourage lower or higher levels of occupancy may be permitted to establish lower or higher occupancy levels so long as the occupancy levels shall not discriminate on the basis of familial status.
4. The largest unit size that a family may be offered would provide no more than one (1) bedroom per family member, taking into account family size and composition. If a family opts for a smaller unit size than designated and does not exceed the maximum amount of persons per bedroom size (two persons per bedroom) and local codes, the family will be required to sign a statement agreeing to occupy the smaller unit assigned and not request a transfer within two years after admission, unless they have a change in family composition or because of a reasonable accommodation. .
5. When a family is actually offered a unit, if they no longer qualify for the unit size they were originally assigned, they will be reassigned to the appropriate bedroom size, retaining their original ranking. This may mean that they may have to wait longer for a unit offer.

N. Record Maintenance

1. MDPHA will keep the resident's application for admission in the resident's file.

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2. All occupancy information collected during the ten-year term of the Ann Marie et al., Adker Consent Decree shall be retained for at least five (5) years including data on current applicants and residents, and applicants who were never admitted. .
3. ALC will maintain records of the circumstances of each dwelling unit offered to an applicant, including the location of the unit, the offer date, and whether the offer was rejected or accepted. This information may be maintained electronically.
4. MDPHA will retain historical applicant and resident data from MDPHA computer system for at least three (3) years after the expiration of the Adker Consent Decree.
5. Criminal record obtained by MDPHA must be:
 - ✓ Maintained confidentially;
 - ✓ Not misused or improperly disseminated; and
 - ✓ Destroyed, once the purpose(s) for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action.
6. Criminal penalty: The improper release of criminal records may result in conviction for a misdemeanor and imposition of a penalty of not more than \$5,000. Criminal penalty may be assessed to:
 - a. Any person, including an officer, employee, or authorized representative of MDPHA or of any project owner, who knowingly and willfully requests or obtains any information concerning an applicant for, or tenant of, covered housing assistance under the authority of this section under false pretenses; or
 - b. Any person, including an officer, employee, or authorized representative of any PHA or a project owner, who knowingly and willfully discloses any such information in any manner to any individual not entitled under any law to receive the information.
7. Civil Liability: In addition to criminal penalties, MDPHA may be held liable to any applicant or tenant affected by either of the following:
 - a. A negligent or knowing disclosure of criminal records information obtained under the authority of this section about such person by an officer, employee, or authorized representative of MDPHA, if the disclosure is not authorized by USHUD's regulations; or
 - b. Any other negligent or knowing action that is inconsistent with USHUD's regulations.

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III. Tenant Selection and Assignment Plan

A. Organizing the Project-based Waiting List

It is MDPHA's policy that each applicant shall be assigned his/her appropriate place on the Project-based Waiting List in sequence based upon:

1. A neutral lottery system that determines the applicant's ranking on the project-based waiting list
2. Local preferences to ALFs, veterans, and displaced persons due to governmental action, as detailed in Chapter II, Section F.7, will take priority over new admissions.
3. Type and size of unit needed according to family composition (e.g. general occupancy building, elderly designated building, accessible or non-accessible unit, number of bedrooms);

B. Making Housing Offers to Eligible Applicants

1. MDPHA has divided the Project-based properties within Miami-Dade County into three geographic zones for purposes of making housing offers. Each zone shall have a mix of properties from available programs (Public Housing, Section 8 New Construction, and Section 8 Moderate Rehabilitation). The geographic zones are named: North, Central, and South (a detail list of developments within each geographic zone is attached hereto). MDPHA reserves the right to adjust the boundaries and/or number of properties within the geographic zones.
2. To assure equal opportunity and nondiscrimination on grounds of race, color, sex, religion, age, national origin, disability, ancestry, marital or familial status and sex orientation, the following procedures will be used to make unit offers.

The first qualified applicant in sequence on the waiting list is made unit offers of an appropriate size and type. Where possible, the offered units will be located in the Central, North, and South zones of Miami-Dade County. If there are no available units in a particular geographic zone at the time of housing offer is made, the applicant must select in accordance to availability.

- a. Up to twenty (20) eligible applicants are offered five (5) units (numbers may be altered depending on availability of units and other factors) after the units are ready for occupancy.
- b. The unit will be given to the first eligible applicant who responds with an acceptance, based on the date and time the acceptance response is received. If the applicant does not accept one (1) of the offers or does not respond to the offers within five (5) business days, he/she will be removed from the waiting list.
- c. If an applicant accepts one (1) of the units offered during the offer period, but the unit was assigned to another applicant based on the date and time of the acceptance response, he or she will receive additional offers.
- d. Subject to the process described above, any applicant who receives an offer shall be removed from the Project-Based Waiting List and its programs except if the applicant demonstrates good cause (as defined in Section E of this Chapter) for rejecting the offer.

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- e. An applicant who has accepted a tenant-based subsidy and subsequently receives an offer for project-based assistance during the first year of his/her lease, or an applicant who has accepted project-based assistance and subsequently receives an offer for a tenant-based subsidy during the first year of his or her lease, must comply with the term of his/her lease or arrange a mutually agreed upon termination of the lease with the owner, provided that during the period in which the applicant is fulfilling the term of the existing lease, the applicant shall retain his or her position on the waiting list for the other type of housing program.
- f. In the selection of a family for a UFAS unit or a unit with accessible features, MDPHA will give preference to current residents and then to applicant families that include a person with disabilities who can benefit from the unit features.

C. Removing Applicants from the Project-based Waiting List

1. To ensure vacant units are filled in a timely manner, MDPHA needs a waiting list that is accurate. While each applicant is responsible for keeping MDPHA apprised of changes in address, telephone number, income or other circumstances, no applicant shall be removed from the waiting list except when one of the following situations occurs:
 - a. The applicant receives and accepts an offer of housing;
 - b. The applicant requests in writing to be removed from the waiting list;
 - c. The applicant is rejected, either because he/she is ineligible for assisted housing at during the screening, process or because he/she fails to meet the applicant selection criteria;
 - d. The application is withdrawn because: 1) MDPHA attempted to contact the applicant and was unable to do so, 2) the applicant did not respond to the offer, 3) the applicant does not accept an offer, or 4) the applicant does not re-schedule or attend to the scheduled lease-up appointment, except for good cause as defined in Section E below.
2. Persons who fail to respond to MDPHA's attempts to contact them because of verified situations related to the disability of a household member shall be entitled to reinstatement to the waiting list as a reasonable accommodation to the household member with disabilities, as determined by MDPHA's ADA Coordinator, upon presentation of the Reasonable Accommodation Request and Verification Forms, in accordance with the Reasonable Accommodation Policy, Appendix IV of this ACOP. Such reinstatements shall be to their former waiting list positions.
3. Families whose applications are withdrawn or rejected may reapply for housing when the waiting list is open.
4. All rejected applicants are entitled to a complete explanation of the reason for their rejection and may request an informal review, at which time they may present reasons why they should be reinstated to the waiting list (See Chapter IX - Grievance Policy, of this ACOP).

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D. Good Cause for Applicant Refusal of Unit Offer

If an applicant does not accept the unit and presents clear evidence (“good cause”) that acceptance of the offer of a suitable vacancy will result in undue hardship not related to considerations of race, color, sex, religion, national origin, ancestry, marital or familial status or sexual orientation, the applicant will not be removed from the list.

1. Examples of “good cause” for refusal of an offer of housing are:
 - a. Inaccessibility to source of employment, education, or job training, children’s day care, or educational program for children with disabilities, so that accepting the unit offer would require the adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.
 - b. The family demonstrates that accepting the offer will place a family member’s life, health or safety in jeopardy. The family must provide specific and compelling documentation such as restraining orders, other court orders, or risk assessments from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.
 - c. A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member.
 - d. The unit is inappropriate for the applicant’s disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to the fifteen (15) days notice to move.
 - e. An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing.
 - f. If good cause is verified, the refusal of the offer shall not require the applicant to be removed from the waiting list or otherwise affect the family’s position on the waiting list. The applicant will receive another housing offer upon unit availability.
 - g. MDPHA will maintain a record of units offered, including location, date, and circumstances of each offer, and each acceptance or refusal, including the reason for the refusal.

E. Administering the Applicant Waiting List

Applications for admission will be processed centrally. Initial intake, waiting list management, screening, and assignment of housing (including transfers) will be made from Applicant Leasing Center.

F. Assisted Living Facilities

MDPHA administers Assisted Living Facilities (ALFs) of zero (0) and one (1) bedroom units, which combine the concepts of public housing and non-institutional facilities and provide programs and services for low-income elderly and frail persons. ALFs are regulated by

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Florida Statutes Chapter 400, Part III and Administrative Law 58A-5. Admission and continued occupancy of MDPHA's ALFs are subject to the following requirements:

1. Applicants

- a. Project-based Waiting List applicants that requested an ALF local preference must qualify in accordance to Chapter II of this ACOP and the ALF Admission Criteria detailed in below.
- b. ALF qualified applicants in accordance with the local preference will be selected from the Project-based Waiting List for zero (0) or one (1) bedroom units, in the ranking order obtained by the lottery system of such list. The Waiting List Management provisions contained in Chapter II, Section C of this ACOP applies to ALFs' applicants.

2. ALF Admission Criteria

- a. The head of household, spouse or co-head must have Medicaid eligibility and may receive the additional Optional State Supplement (OSS) income. The OSS check must be endorsed to the facility and the resident will be given a personal allowance on a monthly basis. The family must agree to pay the cost of the housing and the services, provided by the ALF, even if only one family member is Medicaid eligible.
- b. Do not receive more than the specified ALF income limit per month, nor have more than the maximum funds allowed in a bank account (each individual) for ALFs. The income limit and maximum funds allowed might change annually;
- c. Are able to perform daily living activities without supervision or assistance;
- d. Are at risk of being prematurely placed in a nursing home;
- e. Do not require twenty-four (24) hour nursing supervision;
- f. Are not bedridden, and do not require licensed professional, mental health treatment; and
- g. Are free from communicable disease (except as indicated below) and are nonviolent. The term "communicable disease" does not include Acquired Immune Deficiency Syndrome (AIDS), human immunodeficiency virus or any other communicable diseases, which are considered a disability. Persons with said disabilities are afforded protection from discrimination under State Federal, and local anti-discrimination Laws.
- h. Meet age requirement of 62 years old or older, in accordance with the elderly designation approved by USHUD. Either the head, spouse or co-head of the family must meet the age requirement.

3. Transfers to ALFs

Requests of transfers to an ALF of existing interested and qualified residents of Project-based developments are subject to the provisions under Chapter V – Transfers - of this

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ACOP and the ALF Admission Criteria detailed in item # 2 above. Residents requesting transfers to an ALF will receive priority over applicants requesting to reside in an ALF.

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IV. Leasing Policies

A. General Leasing Policy

1. All units must be occupied pursuant to the MDPHA approved dwelling lease that complies with HUD's regulations.
2. The lease shall be signed by the head of household, spouse, and all other adult members of the household and by the site manager or other authorized representative of MDPHA, prior to actual admission.
3. If a resident transfers from one MDPHA unit to another, a new lease will be executed for the dwelling into which the family moves.
4. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
 - a. A new lease agreement will be executed, or
 - b. A Notice of Rent Adjustment will be executed, or
 - c. An appropriate rider will be prepared and made a part of the existing lease.
5. All copies of such riders or insertions are to be dated and signed by the resident and by the site manager or other authorized representative of MDPHA.
6. Residents must advise MDPHA if they will be absent from the unit for more than seven (7) consecutive days. Residents shall notify the site manager in writing, secure the unit, and provide a means for MDPHA to contact the resident in an emergency. Failure to advise MDPHA of an extended absence is grounds for termination of the lease.

B. Showing Units Prior to Leasing

1. Upon receipt of ALC offer letter, the applicant contacts the site manager to schedule an appointment to view the offered unit.
2. Once the unit is shown and the applicant accepts the unit and all required documentation is received from ALC, the site manager will execute a lease. If the applicant refuses the unit, a signed reason for refusal should be obtained from the applicant by ALC. ALC is responsible for making the "good cause" determination.
3. No lease will have an effective date before the unit is ready for occupancy.

C. Additions to the Household and Visitors

1. Only those persons listed on the most recent certification form and lease shall be permitted to occupy a dwelling unit;

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- a. Except for natural births to, or adoptions by, family members, or court awarded custody or other operation of law, any family seeking to add a new member must request approval in writing before the new member moves in (Family members being added to the family composition must meet the criteria under Chapter II, Section C.5 - *Changes to Family Composition*, and the definition of Family under Appendix I).
 - b. When a resident requests approval to add a new person to the lease, MDPHA will conduct pre-admission screening, including criminal background, eligible immigration status, and sex offender checks, of any proposed new member 16 years of age and over, to determine whether the MDPHA will grant such approval. Minor children for whom juvenile justice records are not made available or added through a formal custody award or kinship care arrangement are exempt from the pre-admission screening process, although the resident needs prior approval from MDPHA to add children other than those born to, adopted by, or awarded by the court to the family.
 - c. All persons listed on the most recent certification form and the lease must use the dwelling unit as their sole residence.
2. Examples of situations where the addition of a family or household member is subject to screening are:
 - a. Resident plans to be married and requests to add the new spouse to the lease;
 - b. Resident desires to add a new family member to the lease, employ a live-in aide, or take in a foster child(ren) over the age for which juvenile justice records are available;
 - c. A unit is occupied by a remaining family member(s) under age eighteen (18), who is not an emancipated minor, and an adult, not a part of the original household, requests permission to take over as the head of the household.
3. Residents who fail to notify MDPHA of additions to the household, or who permit persons to join the household without undergoing screening, are in violation of the lease. Persons added without MDPHA approval will be considered unauthorized occupants and the entire household will be subject to eviction.
 4. Visitors may be permitted in a dwelling unit so long as they have no previous history of unacceptable or negative behavior on MDPHA premises that would be a lease violation.
 - a. Visits in excess of a total of fourteen (14) days per year, whether or not consecutive, are not permitted, unless the resident obtains the advance written consent of the Asset Management Director or designee.
 - b. Visitors remaining beyond this period shall be considered unauthorized occupants and the head of the household shall be guilty of a breach of the lease.

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5. Roomers and lodgers shall not be permitted to move in with any family. Violation of this provision is ground for termination of the lease.
6. Residents will not be given permission to allow a former resident of MDPHA who has been evicted to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.
7. Family members over age seventeen (17) or emancipated minors who move from the dwelling unit to establish new households shall be removed from the lease.
 - a. The resident shall report the move-out within thirty (30) calendar days of its occurrence.
 - b. These individuals may not be readmitted to the unit and must apply as new applicant households for placement on the waiting list.

D. Requirements for Posting Policies, Rules and Regulations

The following documents shall be available in the waiting area of every housing development management office, and/or posted on a large bulletin board:

- Admission and Continued Occupancy Policies (ACOP)
- Tenant Selection and Assignment Plan (included in ACOP)
- Directory of all housing developments including names, perimeter streets, number of units by bedroom size, number of units specifically designed for the elderly, addresses of management offices and office hours
- Income limits
- Utility allowances
- Dwelling Lease form
- Community Policies
- Current schedule of routine maintenance and other charges (included in Community Policies)
- Grievance Procedures (included in ACOP and Community Policies)
- Fair Housing poster
- "Equal Opportunity in Employment is the Law" poster
- Resident oriented notices
- Emergency telephone numbers for after hours and weekends
- Reasonable Accommodation Policies and Procedures document
- PHA Plan

E. Repayment Agreement of Amounts Owed to MDPHA

MDPHA has the discretion to enter into repayment agreements with residents for amounts owed to MDPHA, if it is in the best interest of MDPHA and the participant has not intentionally committed any act that led to the amount owed.

1. Standards for Repayment: If a repayment agreement is offered to a participant in lieu of full payment, it will be in writing and will be within the following guidelines:

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- a. Down payment of at least twenty (20%) to be paid at time of signing the repayment agreement by money order or cashier's check.
- b. The balance is to be paid within twelve (12) consecutive monthly payments starting thirty (30) days from the date of down payment.

2. Exceptions:

- a. Any terms allowing more time for repayment or for a lower down payment must be approved by the Asset Management Division Director or designee.
- b. Strict adherence to the terms of the repayment agreement by the participant is necessary; otherwise, benefits may be terminated in accordance with this ACOP.

MDPHA's residents admitted to the Section 8 Housing Choice Voucher, Section 8 Moderate Rehabilitation, Section 8 Moderate Rehabilitation Single Room Occupancy, Section 8 New Construction, Section 8 Substantial Rehabilitation, Shelter Plus Care, and Section 8 Project-Based programs managed by MDPHA or to another housing authority must repay outstanding balances owed. Repayment agreements will not be granted.

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V. Transfer Policy

A. General Transfer Policy

1. Transfers will be made without regard to race, color, national origin, sex, religion, marital or familial status, ancestry, disability or sexual orientation.
2. Under certain circumstances, residents may be transferred to accommodate a disability.
3. Residents will not be transferred to a dwelling unit of equal size, except to alleviate hardship or other undesirable conditions, as determined by the Asset Management Director or designee.
4. Whenever feasible, transfers will be made within the resident's development or the resident's area.
5. A transfer between public housing developments is not considered a move-out.
6. Residents must be in good standing.
7. Residents have the right to request a hearing (refer to MDPHA Grievance Procedure (Article IX of this ACOP) if they are refused the right to transfer or if MDPHA is requiring them to transfer and they do not want to do so.
8. Resident's Transfer requests will not be granted during the first year of tenancy.

B. Types of Transfers:

MDPHA may encounter situations in which it is necessary to move residents from one unit to another.

1. Management Initiated Transfers
 - a. Emergency Transfers: These transfers are required when conditions pose and immediate threat to live, health or safety of a family or one of its members. Such situations may involve but are not limited to unit or building defects or law enforcement concerns, including domestic violence cases.
 - Emergency transfers shall take priority over new admissions.
 - b. Occupancy Standards Transfers: These transfers are necessary to correct underhoused or overhoused conditions and must be recommended by the site manager upon annual re-examination or interim re-determination, as required by changes in the family composition, in accordance with the Occupancy Guidelines found in Chapter II, Section M.

These transfers shall take priority over new admissions and are limited to be made when:

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- The underhoused (overcrowded) condition is such that the household members over age of six (6) equal more than two (2) persons per bedroom.
- The overhoused condition is such that the family size includes fewer persons than the number of bedrooms in the unit.

2. Resident Initiated Transfers

- a. Reasonable Accommodation: Under certain circumstances, a resident's transfer request may be granted to accommodate a disability. The Reasonable Accommodation Policies and Procedures, Appendix IV of this ACOP, includes the request and verification forms required for this type of transfer.
 - All Reasonable Accommodation transfers shall take priority over new admissions. Transfers to accessible units will be done in accordance to Section C.4 below.
 - Prior to this type of transfer, every effort shall be made to accommodate the needs of disabled residents, including but not limited to, making necessary modifications to the existing unit and providing other alternative forms of reasonable accommodation as detailed in the Reasonable Accommodation Policies.
- b. Resident initiated transfers that are not related to Reasonable Accommodations are not allowed.

3. Assisted Living Facility (ALF) Transfers:

- a. These are transfers of interested and qualified residents of Public Housing developments to an ALF, either recommended by the site manager or requested by the resident.
- b. Transfers to ALFs shall take priority over new admissions to ALFs.
- c. Persons requesting ALF transfers must qualify according to the ALF Admission Criteria stated in Chapter III, Section G, and are subject to the ranking preference established in Chapter II, Section C of this ACOP.

C. Processing Transfers

A centralized transfer waiting list will be administered by ALC.

A family that opted to reside in a smaller unit size than would normally be assigned under the largest unit size standard will be eligible for a transfer two years after admission, unless they have a change in family size or composition.

1. All transfers must be approved by the Asset Management Director or designee, before ALC admits them into the transfer waiting list.
2. Transfers to provide reasonable accommodation recommended for denial by the division director or designee must be reviewed by the 504/ADA Coordinator in

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accordance with MDPHA's Reasonable Accommodation Policies and Procedures document (Appendix IV of this ACOP).

3. Transfers will be made in the following order of priority:
 - 1st. Emergency
 - 2nd. Reasonable Accommodation
 - 3rd. Occupancy Standards
4. Transfers to Uniform Federal Accessibility Standard (UFAS) Units
 - a. Transfers of residents with disabilities and placement of applicants with disabilities requiring UFAS -Accessible Units, or units with accessible features (as defined in Appendix I of this ACOP), will be centrally coordinated through the 504/ADA Coordinator's Office with the assistance of ALC.
 - b. When an accessible unit becomes available, the unit will first be offered to a current resident with disabilities in the same development who requires the accessibility features of the vacant, accessible unit and occupying a unit not having those features.
 - c. If there is no current resident in the same development who requires the accessibility features of the vacant, accessible unit, then the vacant, accessible unit will be offered to a resident with disabilities residing in another development that requires the accessibility features of the vacant, accessible unit.
 - d. If there is no current resident who requires the accessibility features of the vacant, accessible unit, then the vacant, accessible unit will be offered to an eligible, qualified applicant with disabilities on the waiting list who can benefit from the accessible features of the available, accessible unit.
 - e. If there is not an eligible, qualified resident or applicant with disabilities on the waiting list who wishes to reside in the available, accessible unit, then it will be offered to an applicant on the waiting list who does not need the accessible features of the unit. See 24 C.F.R. § 8.27. MDPHA's *Conventional Public Housing Dwelling Lease* requires residents to relocate to a vacant, non-accessible unit within fifteen (15) days of notice by MDPHA if there is an eligible applicant or existing resident with disabilities who requires the accessibility features of the unit.
5. When a head of a household, originally housed in a bedroom by him/herself, has or adopts a child, the family will not be approved for a transfer until the child is six (6) years of age. Exceptions: spouse or partner returns to the unit, marriage takes place, or family decides to remain in the unit and the unit is large enough (using the smallest-unit standard) to accommodate the number of persons now in the household.
6. Split-family transfers are not permitted. Separation of households will be processed as follows:
 - a. Resident-Initiated Separation of Households: Families that decide to separate because of divorce or inability to live under the same roof must identify the family member(s) who are willing to establish a new household. Such party may submit an application to be placed on the waiting list during open registration periods. The

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household member(s) who will be leaving the unit must do so within thirty (30) days of notification by MDPHA. The remaining family member(s) may also be required to transfer to a smaller unit if the unit becomes under-occupied after one household moves out and there exist families on the waiting list for that size unit. Whenever a family cannot agree on which family member(s) remain in the unit, for example in a divorce case, MDPHA will rely on the court decree.

- b. If upon recertification, MDPHA finds that a family composition has grown beyond the maximum bedroom size unit available in MDPHA, whether the family was transferred or not to the maximum sized bedroom unit, the family must identify member(s) who are willing to establish a new household. Such party may submit an application for housing assistance during the open registration period. The household member(s) who are leaving the unit must do so within thirty (30) days of notification by MDPHA. The remaining family members may also be required to transfer to a smaller unit if the unit becomes under-occupied after one (1) household moves out and there exist families on the waiting list for that size unit.
 - c. MDPHA may transfer a family to a larger unit in order to accommodate the addition of family members by birth. However, in order to maximize the use of scarce affordable housing and in consideration of applicants on the waiting list, transfers of families to separate units are not allowed.
7. The site managers must provide residents who wish to initiate a Reasonable Accommodation transfer with the necessary forms, which include the *Authorization to Release Information*, *Reasonable Accommodation Request*, and *Reasonable Accommodation Verification*, in accordance with the Reasonable Accommodation Policies and Procedures (Appendix VI of this ACOP).
 8. Eligible residents moving from one MDPHA program to another are residents in transition between programs (not transfers). The Residents in Transition Policies and Procedures are found in MDPHA's Policy and Procedures Manual.
 9. When a resident is allowed to transfer, the resident's name is placed on the transfer waiting list and will be given written notice to this effect.
 10. All exceptions and consideration of mitigating circumstances must be approved by the MDPHA Director or designee.

D. Administrative Requirements

1. All residents approved for transfers must have a current rent account with no outstanding balance and must leave the unit in a satisfactory condition. Requests for exceptions to this requirement based on disability will be considered on a case-by-case basis.
2. A family who has been approved for a transfer will be made one (1) offer of an appropriate size unit. At the time that the offer is made if the family rejects the offer, a second offer can be made only for good cause (see definition on Appendix I of this ACOP).
3. Once a transfer assignment is made, the resident is required to move within fifteen (15) days of being notified, or face eviction proceedings in accordance to MDPHA's lease.

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4. Residents will bear the cost of transfers to correct occupancy standards. However, where there is a hardship due to health or other factors, the site manager may recommend that families be reimbursed for out-of-pocket expenses for an occupancy standards transfer in an amount not to exceed a reasonable moving allowance established by MDPHA. Residents who seek reimbursement must provide proof of their out-of-pocket expenses to MDPHA, i.e. receipts. The Asset Management Director or designee must approve the expense.
5. Costs associated with transfers that are mandated by MDPHA (except occupancy standards) and transfers for reasonable accommodation will be paid in accordance with the Reasonable Accommodation Policies and Procedures (Appendix IV of this ACOP).

E. Good Record Requirement for Transfers

1. In general, and in all cases of all resident-requested transfers, residents will be considered for transfers only if the head of household and any other family members:
 - a. have not engaged in criminal activity that threatens the health and safety of residents and staff;
 - b. do not owe back rent or other charges, or evidence a pattern of late payment;
 - c. meet reasonable housekeeping standards and have no housekeeping lease violations; and
 - d. can have utilities turned on in the name of the head of household (applicable only to properties with tenant-paid utilities).

Requests for exceptions to these requirements based on disability will be considered by MDPHA's 504/ADA Coordinator on a case-by case basis:

2. Absent a determination of exception, the following policy applies to transfers:
 - a. If back rent is owed, the resident will not be transferred until a payment plan is established or, if prior payment plans have failed, the back rent is paid in full.
 - b. A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.
 - c. The resident must be in good standing and in compliance with the Lease and Community Policies.

F. Relocation

Residents who are required to temporarily relocate to permit rehabilitation of their units must be provided with:

1. Written notice of the dates and duration of the temporary relocation.
2. Information on alternative housing available.

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3. Reimbursement for all reasonable out-of pocket expenses, including the cost of moving to and from the temporary housing and any increase in monthly rent/utilities costs, upon presentation of acceptable receipts.

Refer to the Public Housing Policies and Procedures Manual, *Relocation of Residents due to Modernization*, page 2.103, for detailed procedures.

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VI. Eligibility for Continued Occupancy, Annual Reexaminations and Remaining Family Members

A. Eligibility for Continued Occupancy

Residents who meet the following criteria will be eligible for continued occupancy. Residents not in compliance with the criteria are subject to lease termination and eviction.

1. Qualify as a "Family" as defined in Appendix I of this ACOP.
2. Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease.
3. Whose family members, age six (6) and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number.
4. Who meet HUD standards on citizenship or immigration status or are paying a pro-rated rent.
5. Who are in compliance with MDPHA's eight (8) hour per month community service requirements (applicable to public housing developments).

B. Remaining Family Members and Prior Debt

1. Remaining family members must meet all eligibility requirements.
2. Remaining family members age eighteen (18) years or older will be held responsible for arrearages incurred by the former head or spouse. MDPHA will not hold remaining family members (other than the head or spouse) responsible for any portion of the arrearage incurred before the remaining member attained age eighteen (18).
3. Remaining family members under age eighteen (18) shall not be held responsible for the rent arrearages incurred by the former head of household.

C. Reexamination (Recertification)

Due to MDPHA's large project-based portfolio of units, the recertification schedule is determined by the development in which the household resides, rather than by the tenancy anniversary. After the initial move-in certification, some residents may be re-certified within the first year of tenancy due to the recertification schedule established for the development. In order to have the information available to adjust the rent, the initial request for re-certification will be started at least one hundred and twenty (120) days before the scheduled effective re-certification date.

1. Regular Recertifications: MDPHA shall, at least once a year, re-examine the family composition and incomes of all resident families. The families paying Flat Rent shall have their incomes reexamined every three (3) years, but shall still be subject to annual reexamination of the family composition and the community service requirement.
2. Special Recertifications: When it is not possible to estimate family income accurately, a temporary determination will be made with respect to income and a special

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recertification will be scheduled every sixty (60) days until a reasonably accurate estimate of income can be made.

3. Interim recertification shall be conducted when:
 - a. There is a change in the head of household that requires a remaining family member to take on the responsibilities of a leaseholder
 - b. There is a change in the family composition, or when the family income increases or decreases \$200 or more per month
 - c. The family qualifies for an earned income disallowance and the 100% income disallowance period begins
 - d. The rent is to be adjusted because the family is entering the 50% earned income disallowance period
 - e. The rent is to be adjusted because the 50% earned income disallowance period ends (refer to Article XII, Section F of this ACOP).
4. Zero Income Families: Unless the family has income that is excluded for rent computation, families reporting zero income will have their circumstances examined every sixty (60) days until they have a stable income. Monetary or non-monetary contributions from persons not residing in the dwelling unit for any purpose other than the payment or reimbursement of medical expenses shall be considered income. Families claiming zero income must complete the Monthly Expense Report listing their monthly expenses and the source of funds to pay for those expenses.
5. Families claiming income from contribution must provide a notarized *Income from Contribution* form signed by the persons providing the contribution.

D. Recertification Procedures

1. At the time of recertification, all adult members of the household will be required to sign an application for continued occupancy, the community service certification, if applicable, and other forms required by USHUD and MDPHA. If an adult family member is temporarily away from the household and not available to sign the forms at the time of the recertification, their status must be verified and they must sign and notarize the required documents within thirty (30) days.
2. Income, allowances, Social Security numbers, and such other data as is deemed necessary will be verified, and all verified findings will be filed in the resident's file.
3. Verified information will be analyzed and a determination made with respect to:
 - a. Eligibility of the resident as a family or as the remaining member of a family;
 - b. Unit size required for the family (per *Occupancy Guidelines*, Chapter II, Section M);
 - c. Rent the family should pay; and

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- d. Compliance with the Community Service Requirements (Public Housing residents only).
4. MDPHA will access criminal justice records, including sex offender checks, of household members 16 of age and over with the purpose of determining continued assistance under the program, at regular recertification and at any other time MDPHA deems it necessary.
5. Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of their employment including start and ending dates.
6. Income shall be computed in accordance with the definitions and procedures set forth in federal regulations and this ACOP.
7. Families failing to respond to the initial annual recertification appointment will be issued a second and final recertification appointment. Failure to respond to the final request will result in the family being sent a notice of lease violation and referred to the Regional Manager for termination of the lease.
8. Recertification procedures also apply in the event residents are under the eviction or termination process. The recertification is not an offer of extension of the lease agreement and does not constitute a waiver of such eviction or termination proceeding.

E. Enterprise Income Verification and Third Party Verification

Per the January 27, 2009 Refinement of Income and Rent Determination final rule, MDPHA must use HUD's Enterprise Income Verification (EIV) as a third party source to verify tenant employment and income information during mandatory reexamination or recertification of family composition and income.

1. If the EIV information matches the resident-provided income, or if not substantially different, then third party verifications are not necessary. Currently, a substantial difference requiring third party verification is defined as being greater than \$200 per month (\$2,400 per year), unless amended by MDPHA.
2. If the EIV system is not available or if the information is substantially different to the resident-provided information, then written verification from third parties is the next most desirable form of verification.
 - The EIV information cannot be accessed unless a current (unexpired) Authorization to Release Information (HUD Form 9886) is on file. This form must be signed by all adult family members and expires fifteen (15) months after it is signed.
 - Tenant income information derived from the EIV system is confidential and cannot be released to outside parties or unauthorized staff. This information is exempt from the Florida Sunshine Law and is required by HUD to be kept private under penalty of Federal law. Any EIV derived information is required to be kept guarded under lock and key and must be shredded and destroyed when no longer needed. Copies are not to be kept in tenant files to avoid risking the release of such information to anyone other than the client and authorized MDPHA staff. Unauthorized disclosure or inspection of EIV data can result in a felony conviction punishable by a fine up to

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\$5000 and/or 5 years imprisonment, as well as civil penalties. (Privacy Act of 1974 as amended, 5 U.S.C § 552(a)).

3. In cases where EIV income data is substantially different than tenant-reported income, MDPHA will utilize the following guidelines:
 - a. Request written third party verification from the discrepant income source. For EIV Social Security Administration (SSA) benefit discrepancies, MDPHA shall require the tenant to obtain a current original SSA benefit letter within ten (10) business days of the interview date.
 - b. Review historical income data for patterns of employment, paid benefits, and/or receipt of other income, when MDPHA cannot readily anticipate income, such as in cases of seasonal employment, unstable working hours, and suspected fraud.
 - c. Analyze all data (EIV data, third party verification and other documents/information provided by the family) and attempt to resolve the income discrepancy.
 - d. Use the most current verified income data (and historical income data if appropriate) to calculate anticipated annual income.
4. MDPHA may recommend terminating assistance on a case-by-case basis for fraud as opposed to tenant error (see definitions in Appendix I of this ACOP), including but not limited to forgery and pattern of unreported or under reported income. In verified differences of \$4,800 or more per year and when fraud has occurred, upon the regional manager's approval, MDPHA shall refer the case to OIG or any other law enforcement organization with jurisdiction to investigate and prosecute fraud in assisted housing, prior to commencement of the eviction process.
5. Except as specified in paragraph four (4) above, in verified differences of \$200 or more per month, MDPHA shall require the family to enter into a repayment agreement for monies owed. Should the family refuse to enter in a repayment agreement or to fulfill its obligations under its repayment agreement, MDPHA shall recommend termination of assistance, start the eviction process, and refer the case to OIG or other law enforcement organization with jurisdiction to investigate and prosecute fraud in assisted housing.

F. Action Following Recertification

1. If there is any change in rent, a Notice of Rent Adjustment is sent to the resident notifying the amount and the effective date of the new rent. If there is a change in the family composition, a lease addendum is executed by the head of household and the new family members.
2. If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described on Chapter V this ACOP and moved to an appropriate unit when one becomes available, subject to the requirements stipulated in the transfer policy section and approved by the Asset Management Director or designee, where required.

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VII. Interim Rent Adjustments: Fixed Rent System

A. Adjusting Rent between Regular Recertification

Rent is re-determined between annual recertifications when a resident undergoes a change in family composition or income.

1. Family composition changes. The resident must report and provide verification of those changes that involve the loss or gain of a family member. An increase due to additions to the family by birth, adoption, or by operation of law, or a decrease in family size may result in a change in the Tenant Rent. Family size changes must be reported within ten (10) days of the status change.
2. Family income changes
 - a. Residents must report within ten (10) days of occurrence a change in income as follows:
 - If the total family income increases \$200 or more per month
 - If the total income decreases \$200 or more for a period longer than one month
 - Other changes stipulated in the dwelling lease
 - b. The resident may request an interim adjustment of rent as a result of a decrease or loss of income that will be for a period longer than thirty (30) days. If as a result of any interim change the rent is decreased, the resident must report, and provide verification of, all subsequent changes in income and family composition as they occur until their next scheduled annual recertification. The resident's rent will be adjusted in accordance with Federal regulations.
 - c. As long as information regarding family status changes is reported in a timely manner by the family, increases in rent will be made effective the first day of the second month following the month in which the change is reported and proper verification completed. Decreases in rent will be made effective the first day of the month following the month in which the change is reported and proper verification completed.
3. Earned Income Disallowance (EID) (refer to Chapter XII, Section F of this ACOP):
 - a. The family qualifies for the disallowance of increase in earned income, and the first 12-month period of 100% income disallowance begins.
 - b. At the end of the first 12-month period of 100% income disallowance, an adjustment of the rent shall be made for the second 12-month period to factor a 50% income disallowance.
4. Misrepresentation by the resident
 - a. If it is found that the resident has misrepresented facts to MDPHA so that rent being paid is less than should be charged, then the increase in rent shall be retroactive to the first of the month following the effective date of the change in income. In justifiable cases, MDPHA may take such action as it deems advisable in accordance

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with federal or Florida law, including but not limited to termination of assistance and eviction.

- b. Decreases in income resulting from welfare fraud or from welfare cuts for failure to comply with economic self sufficiency requirements are not eligible for rent reductions (imputed welfare income).

B. Hardship for Families Paying Minimum Rent

Interim reexaminations to temporarily adjust the rent will be made for families under hardship. A hardship exemption shall be granted to residents who can document that they are unable to pay the minimum rent of \$50 because of a hardship.

Examples under which residents would qualify for the hardship exemption to the minimum rent would be limited to the following:

- a. The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;
- b. The family would be evicted as a result of the imposition of the minimum rent requirements;
- c. The income of the family has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred; or
- e. Other circumstances as determined by MDPHA.

When the resident requests the hardship exemption, MDPHA will suspend the minimum rent requirement beginning the month following the family's request and will continue until MDPHA determines if there is a qualifying financial hardship and whether it is temporary or long term. MDPHA may not evict the family for nonpayment of minimum rent during the 90-day period beginning the month following the hardship exemption request.

If MDPHA determines that the hardship is temporary, a maximum of ninety (90) days, or if the family does not qualify for the exemption, the minimum rent will be reinstated effective back to the date of the suspension. MDPHA will offer a repayment agreement to the family for the back minimum rent owed the family.

If MDPHA determines that the hardship is long term, the family will be exempted from the minimum rent requirements so long as such hardship continues. The exemption shall apply from the beginning of the month following the family's request for the hardship exemption until the end of hardship and will be reviewed at least annually.

MDPHA, at its discretion, will request documentation from the residents to verify the type and extent of the hardship.

The minimum rent hardship exemption is retroactive to October 21, 1998. If any resident who qualified for the hardship exemption was charged a minimum rent since that time, the resident may be entitled to a retroactive credit.

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VIII. Lease Termination Procedures

A. General Policy: Lease Termination

The Lease may be terminated by MDPHA in compliance with USHUD regulations and in accordance with the provisions contained within the Public Housing and/or Chapter 83, Part 2, of the Florida Statutes.

The Lease may be terminated by the resident not earlier than at the end of the first year by giving thirty (30) days written notice and upon compliance with all applicable procedures to properly vacate the unit and to depart in good standing.

MDPHA shall have the right to terminate or refuse to renew the Lease for failure by the resident to fulfill his/her obligations set forth in the Lease agreement and for serious or repeated violations by the resident of one (1) or more of the material terms of the Lease. The following causes for termination contained in the Lease include but may not be limited to:

1. Failure by the resident or any member of his/her household to fulfill his/her obligations outlined under the Articles of the Lease, the Community Policies, or Tenant Rules and Regulations, and any addenda or amendments to the Lease, Community Policies or Tenant Rules and Regulations.
2. For Public Housing residents, a violation by the resident or any member of his/her household of one (1) or more terms of the Lease.
3. The denial of service, disconnection or shutting off of utilities that the resident is responsible for paying.
4. Discovery that a resident is tampering with utilities to illegally obtain service or changing the account to a person, not the head of household or spouse
5. Violation of the One Strike rule for any drug-related criminal activity, violent criminal activity, or non-violent criminal activity, whether on or off the premises, committed by the resident, any member of his/her household, a guest or a person under the control of the resident, that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of MDPHA. Any such criminal activity, even in the absence of an arrest or a conviction, shall be cause for termination of tenancy, and for eviction from the dwelling unit:
 - a. Drug-related criminal activity shall include: illegal possession, illegal manufacture, sale, distribution, use and/or possession with intent to manufacture, sell, distribute or use a controlled substance.
 - b. Violent criminal activity shall include: any criminal activity that has as one (1) of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, non-trivial bodily injury or property damage.
 - c. A fugitive felon or parole violator after conviction of a crime or attempt to commit a crime is considered a person that threatens the health, safety and right to peaceful enjoyment of the premises by other residents or employees of MDPHA.

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6. If the non-violent criminal activity does not threaten the health, safety or right to peaceful enjoyment of the residents, after a warning has been issued, any subsequent warning regarding the same individual shall be considered a violation of the lease.
7. A record of alcohol abuse or pattern of abuse, when the record or pattern of abuse poses a direct threat to the health or safety of others shall be considered a violation of the lease.
8. Failure by the resident to report to any recertification interview or provide verification of any information required by MDPHA.
9. Discovery of material false statements in connection with information provided at application or recertifications, or fraud committed by the resident in connection with any federally assisted housing program.
10. For Public Housing residents only, failure to comply with Federal, State or local public assistance program requirements related to work activities, community service and self-sufficiency requirements.
11. The issuance of one 14-day notice of termination for non-payment of rent in any twelve month period.
12. If the resident or any member of his/her household, a guest or a person under the resident's control, engages in the illegal use, or threatened use of or display of firearms, fire bombs or other weapons on MDPHA property.
13. If the conduct of the resident, any member of his/her household, a guest or a person under the resident's control, is such that there is a likelihood that his or her presence on the premises may lead to personal injury or property damage.
14. For Public Housing residents, if school-age children do not attend school regularly and are absent more than fifteen (15) unexcused days within any 90-day period of a given school year except in instances of death, serious illness or injury, or the child who attains the age of sixteen (16) years files a formal declaration of intent to terminate school enrollment with the School Board.
15. Serious or repeated damage to the dwelling unit, creation of physical hazards in the unit, common areas, grounds, or parking areas.
16. Extremely poor housekeeping, including hoarding and clutter that causes health and safety concerns or property damage.
17. Any fire on the premises caused by carelessness, failure to supervise children or unattended cooking.
18. If the resident, any member of his/her household, a guest or a person under the resident's control threatens, obstructs or interferes with a MDPHA employee or any government official conducting official business on or around the premises.
19. The resident refuses to accept MDPHA's proposed change(s) to the Lease.

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20. If the resident's continued occupancy repeatedly interferes with, or is counter to County policies, or if the Lease has expired and has not been renewed.
21. If through HUD's EIV system, MDPHA verifies that one of the household members is also participating in another federally housing program and has not relinquished the assistance within 30 days from the date of the move-in. MDPHA will require proof of the termination of the subsidized housing assistance.

B. Mitigating Circumstances

1. Prior to MDPHA's decision to terminate assistance for criminal activity or for any activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents, MDPHA may consider all circumstances relevant to a particular case, such as the seriousness of the offending action, the extent of participation by the leaseholder in the offending action, the effects that the eviction would have on family members not involved in the offending activity and the extent to which the leaseholder has shown personal responsibility and has taken all reasonable steps to prevent or mitigate the offending action.
 - a. Upon determination by the Asset Management Director or designee, MDPHA may require a tenant to exclude a household member in order to continue to reside in the assisted unit, where that household member has participated in or been culpable for the action or failure to act that warrants termination.
 - b. If MDPHA's Asset Management Director or designee determines that the tenant may continue to reside in the unit by excluding the household member who participated in or was culpable for the action or failure to act warranting termination, MDPHA will terminate tenancy if another household member commits a criminal activity warranting termination within five (5) years of the first offending activity.
 - b. Upon determination by the Asset Management Director or designee, MDPHA, in its decision whether to terminate tenancy for illegal drug use by a household member who is no longer engaging in such use, or for alcohol abuse or pattern of alcohol abuse by a household member who is no longer engaging in such abuse, may consider whether such household member is or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully. For this purpose, MDPHA shall require the household member to submit evidence of the current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.

C. Notice Requirements

If the MDPHA proposes to terminate the Lease, the termination of the Lease shall be by Federal and State law as follows or as may be amended in the future:

1. MDPHA shall give the applicable written notice of termination (14-day Notice of Termination for Non-payment of Rent), if said termination is caused by resident's failure to pay rent. Such notice shall not be sent until the rent is delinquent in accordance with the Lease.

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2. MDPHA shall give seven (7) days written notice of termination for serious violations of the Lease.
3. MDPHA shall give thirty (30) days written notice of termination in any other case or cause.
4. The notice of termination to the resident shall state the reasons for termination; shall inform the resident of his/her right to make such reply, settlement, and/or request for a hearing in accordance with the Grievance Policy, Chapter IX if this ACOP.

D. Recordkeeping Requirements

A written record of every termination and/or eviction shall be maintained by MDPHA, and shall contain the following information:

1. Name of resident, race and ethnicity, number and identification of unit occupied;
2. Date of the Notice of Lease Termination and any other state or local notices required, which may be on the same form and run concurrently;
3. Specific reason(s) for the Notice(s), with section of the lease violated, and other facts pertinent to the issuing of the Notice(s) described in detail;
4. Date and method of notifying resident; and
5. Summaries of any conferences held with resident including dates, names of conference participants and conclusions.

Such records may be maintained electronically.

IX. Grievance Policy

Applicants of Public Housing have the right to obtain an informal review and current residents have the right to request an administrative hearing, when required by federal regulations, regarding MDPHA's action or failure to act which has an adverse effect on the individual resident's rights, duties, welfare or status.

A. Applicant's Informal Reviews

Applicants denied program participation or removed from the waiting list shall be entitled to an informal review conducted by MDPHA. Applicants will be notified of such determination in writing, generally at the time of their initial certification appointment.

The process described in MDPHA's Reasonable Accommodation Policy and Procedures document (Appendix IV of this ACOP) will be followed for applicants denied reasonable accommodation requests. Further, this document describes the process that must be followed by the hearing officer if he/she becomes aware during the informal review that an applicant's ineligibility determination occurred because of the applicant's disability.

It is an applicant's responsibility to notify ALC when there is a change in address.

1. Processing Removals

- a. An applicant who is determined ineligible for housing program benefits or removed for failing to respond to notices, shall be notified in writing that his/her name will be removed from the waiting list unless he/she requests an informal review by contacting MDPHA within thirty (30) days of the notice. The applicant whose mail is returned by the post office will be automatically withdrawn from the waiting list.
- b. Applicants who have been removed from the waiting list for failing to provide a social security number or findings through EIV (bad debt, termination information, or disputed information of possible double subsidy), may, request an informal review seeking reinstatement to his/her original place on the waiting list.
- c. If MDPHA proposes to deny admission on the basis of a criminal record, MDPHA will provide the family member with the criminal record and the head of household with a copy of the criminal record upon request either before or at the informal review and provide an opportunity to dispute the accuracy and relevance of that record. The applicant or mobility pool member will have thirty (30) calendar days to dispute the accuracy and relevance of the record in writing. If MDPHA does not receive the dispute within the allotted time, the applicant or mobility pool member will be denied participation and his/her name removed from the waiting list.
- d. Once a waiting list is closed, only applicants that have had an interruption of service may request an informal review. Applicants that have not been selected, did not show to initial interview, or refused a unit without good cause will not be granted an informal review once the waiting list has been closed.

2. Requesting an informal review

Applicants may request an informal review in writing to the address or fax number indicated on the adverse action letter. The request must be made within thirty (30) days

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from the date of the notice. MDPHA will schedule the review for the next available date and forward written notification to the applicant.

3. Informal Review Procedures

- a. The informal review will be conducted by designated ALC staff that shall listen to testimony or other evidence that the applicant may wish to present.
- b. The informal review's decision will be made in writing, within thirty (30) calendar days of the review.
- c. The request for informal review regarding ineligibility due to an open criminal case will be postponed until final disposition (closure) of the case.
- d. The decision of the informal review shall be final. In extenuating circumstances, the MDPHA Director or designee may review and modify the decision of an informal reviewer. The informal review's decision, however, shall not abridge any other rights the applicants have under law.

B. Procedure for Obtaining an Administrative Hearing

1. Residents of Public Housing developments, who desire a hearing, must submit a written request to the MDPHA's representative within five (5) business days of receiving a notice of proposed adverse action. The written request must specify:
 - a. The reason(s) for the grievance or content of MDPHA's proposed action;
and
 - b. The action or relief sought.

The process described in MDPHA's Reasonable Accommodation Policy and Procedures (Appendix IV of this ACOP) will be followed for residents denied reasonable accommodation requests. Further, this document describes the process that must be followed if the hearing panel becomes aware that the reason for the termination of assistance or other adverse action occurred because of the resident's disability.

2. In the event of a dispute regarding rent amount, before the hearing is scheduled the resident shall pay an escrow deposit in the same amount of rent due and payable as of the first day of the preceding the month in which the act or failure to act took place. The complainant should thereafter deposit the same amount monthly in the escrow account until the complaint is resolved by decision of the hearing officer or hearing panel.
 - a. The escrow deposit requirement may be waived by MDPHA in extenuating circumstances, and where required by financial hardship exemption from minimum rent (refer to Chapter XII, Item E.4 of this ACOP), or welfare benefits reduction in calculation of family income, for the portion of the rent attributable to the imputed welfare income (see definition on Appendix I of this ACOP).
 - b. Unless so waived, the failure to make such payments shall result in a termination of the rights to grievance procedure and all sums will immediately become due and payable under the lease.

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3. A hearing may be held via telephone conference in situations where a health condition or portability prevents any of the parties from attending the hearing in person. Hearings held by telephone conferences are not allowed simply for the convenience of any of the parties. Any other reasons for telephone conference hearings shall be at the discretion of the hearing office supervisor.

C. Applicability and Exclusions

The grievance procedure shall be applicable to all individual grievances, with the following exceptions:

1. Any termination of tenancy or eviction that involves:
 - a. Any violent or drug-related criminal activity on or off MDPHA owned, managed or controlled housing, office, warehouse or other property;
 - b. Any criminal activity (including non-violent) that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of MDPHA;
 - c. Any criminal activity that resulted in felony conviction of a household member.

Before eviction from the dwelling unit, the state law requires the tenant to be given the opportunity for a hearing in court, which provides the basic element of due process (see definition in Appendix I of this ACOP).

2. Disputes between tenants not involving MDPHA.
3. Class grievances.
4. Negotiating policy changes.
5. Discrepancies in wages shown in data provided by the Enterprise Income Verification (EIV) system. Such discrepancies must be clarified through third party verifications to employers. For EIV Social Security Administration (SSA) benefit discrepancies, MDPHA should request the resident to obtain a current, original SSA benefit letter within 10 business days of the interview day.

D. Hearing Officer or Hearing Panel

1. MDPHA may have a hearing officer or a hearing panel. The Hearing Panel consists of three (3) people :
 - a. A MDPHA employee appointed by the MDPHA Director or designee, but such employee may not be the public housing site manager, or a member of his/her staff, from the development at which the resident submitting the grievance resides;
 - b. A resident representative nominated by the appropriate Regional Chairperson for the Overall Tenant Advisory Council (OTAC); and

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- c. A resident representative nominated by the Resident Council of the development in which the complainant resides.

If OTAC or the Resident Council fails to nominate their respective panel member, the MDPHA Director or designee may select a resident or a staff member but not the site manager or his/her staff at the development where the complainant resides.

E. Hearing Process

1. The parties may be represented by legal counsel or another person chosen as a representative.
2. Prior to the hearing, the resident may examine and copy at his/her expense all documents, records, and regulations of MDPHA that may be relevant to the hearing, unless otherwise prohibited by law. In the event, MDPHA does not provide the resident with a copy of his or her file prior to the hearing, MDPHA is prohibited from relying on the contents of the file at the hearing as set forth in the federal regulations.
3. If the resident fails to appear at a scheduled hearing, except for verifiable good cause, the resident is in automatic default and the decision rendered by the Grievance Panel in his/her absence shall be final.
4. At the hearing, the resident must first show entitlement to the relief sought. Thereafter, MDPHA has the burden of justifying MDPHA's action, or failure to act, at which the complaint is directed.
5. Oral or documentary evidence pertinent to the facts and issues raised by the complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings.
6. The MDPHA employee appointed to the Hearing Panel by the MDPHA Director, acting as the Chairperson of the Hearing Panel, shall require MDPHA, the resident, Resident Council, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Chairperson may result in exclusion from the proceedings; in a decision adverse to the interest of the disorderly party; and granting or denial of the relief sought, as appropriate.

F. Decision of the Hearing Officer or Hearing Panel

1. The decision of the Hearing Officer or Hearing Panel shall be based solely and exclusively upon the facts presented at the hearing and upon applicable County and Federal regulations and requirements. This decision shall be in writing by the chairperson of the Hearing Panel specifying the reasons thereof, within fourteen (14) calendar days of the hearing. A copy of the decision must be forwarded to the resident and another copy to the management office to be filed in the resident's records.
2. A decision by the Hearing Officer or Hearing Panel in favor of MDPHA, or which denies the relief sought by the resident in whole or in part, shall not constitute a waiver of or affect in any manner whatever, the resident's rights to trial de novo or judicial review in any judicial proceeding which may thereafter be brought in the matter.

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3. The decision of the Hearing Officer or Hearing Panel shall be final. In extenuating circumstances, upon the resident's written request for review, the MDPHA Director may modify the decision of a Hearing Panel. The Hearing Panel's decision, however, shall not abridge any other rights the participants have under law.
4. The Hearing Panel must reach a unanimous decision. When no members of the panel are in agreement, the chairperson of the hearing panel must refer the case to the Asset Management Director or designee for the final decision, who may request additional information and/or interview with the resident, if deemed necessary.

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X. Utilities and Maintenance Charges

A. Utilities

This section establishes the procedures for utility allowances for resident-purchased utilities in public housing developments. Utilities are defined as electricity, gas, water and sewer. Telephone and cable television are not considered utilities under this policy.

1. Standard for utility consumption allowances:
 - a. MDPHA shall establish for each development, by bedroom size, a consumption allowance that will afford a reasonable consumption of utilities by an energy conservative household of modest circumstances consistent with the requirement of a safe, sanitary and healthful living environment. The consumption allowance shall be a uniform monthly amount based on an average monthly utility requirement for a year.
2. Review and revision of allowance:
 - a. Annual review: MDPHA shall review the utility allowances annually or in accordance with federal regulatory requirements and shall adjust the amount of utility allowance if necessary to reflect changes in utility rates and/or utility consumptions.
 - b. Interim revision due to rate changes: MDPHA may revise its utility allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments). MDPHA is required to do so if a rate change, by itself or together with prior rate changes not adjusted for, results in a change of 10% or more from the rates on which such allowances were based.
 - c. Schedule of Utility Allowances: Schedules of utility allowances for each development are posted on the bulletin board in each development office and will be made available to the resident upon request.
 - d. Relief from excess consumption: Residents may request relief from excess utility consumption if the request is based on medical needs of the elderly, ill or disabled resident or for special factors affecting utility usage not within the control of the resident.

B. Utilities Paid by the Resident

Utility accounts established and maintained by the residents must be in the name of the head of household, spouse, or co-head. Illegal tampering to obtain utility services or changing the utility accounts to another person other than the head of household, spouse, or co-head are grounds for termination of the lease.

C. Maintenance Charges

1. This section establishes the procedures for maintenance charges in Public Housing developments.
 - a. Schedules of maintenance charges are posted in the development offices and will be made available to residents upon request.

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- b. Residents will be charged for material and services at the price list in effect at the time of repair for intentional damages or damages caused by negligence of the residents.
 - c. MDPHA will notify the resident by mail or in person of any maintenance charges for which he/she will be billed, and his/her rights to request a hearing under the grievance procedure.
 - d. At the resident's request for a hearing, the charges will not become due until the grievance process has been completed.
2. Move-Out Charges:
- a. Upon the move out inspection, residents will be held responsible for all damages beyond normal wear and tear to the unit and appliances.
 - b. Damages beyond normal wear and tear not repaired will be charged to the resident's security deposit and if necessary the resident's account at the time of move-out. The price list in effect at the move-out will be utilized to price labor and materials.

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XI. Choice of Rent - Flat Rents

Public Housing residents may choose between Income-based Rent (calculated based on family income as detailed in Chapter XII) or Flat Rent. Flat Rents are based on the unit market value and vary by unit size, type and by development location. ALC must offer new admissions to Public Housing developments a choice of paying a flat or income-based rent at the time of admission. Further, once each year, at the annual recertification, all Public Housing residents are offered the choice of paying the Flat Rent or Income-based Rent.

A. Development of Flat Rents

MDPHA will take into consideration the following information in developing its Flat Rent schedule:

- Rents of non-assisted rental units in the immediate neighborhood
- Size of MDPHA's units compared to non-assisted rental units from the neighborhood
- Age, type of unit and condition of MDPHA's units compared to non-assisted rental units from the neighborhood
- Land use in the surrounding neighborhood
- Amenities (childcare, laundry facilities, playgrounds, community rooms, social services, education/job training programs, etc.) at MDPHA's properties and in the surrounding neighborhood
- Crime in MDPHA's developments and the surrounding neighborhood
- Quality of local schools serving each MDPHA development
- Availability of public transportation at each MDPHA development and
- Availability of accessible units for persons with mobility impairments

B. Annual Update of Flat Rents

MDPHA shall review the Flat Rent structure annually and adjust the rents as needed. When a Public Housing resident chooses Flat Rent, his/her rent shall be adjusted only at the next regular recertification rather than at Flat Rent change.

C. Recertification of Families on Flat Rents

Public Housing residents paying Flat Rents are required to recertify income every three (3) years, rather than annually. However, such residents are still required to participate in an annual recertification for any changes in the family composition, to ensure that unit size is still appropriate, and to check compliance with the community service requirements, if applicable.

D. Hardship of Families Paying Flat Rents

Families who have elected to pay flat rent are eligible to switch to a lower income-based rent, if the family has experienced a verified:

- a. loss in income because of changes in circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance;
- b. increased expenses because of changes in circumstances, such as increased medical costs, childcare, transportation, education, or similar items.

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XII. Determining Income and Income-Based Rent

A. Annual Income

The Annual income is calculated taking into consideration all amounts, monetary or not, which go to, or on behalf of, the family head, spouse, co-head or to any other family member (even temporarily absent); at the time of admission, reexamination, or recertification, and is based on:

- a. Actual income being received (projected forward for a 12-month period); or
- b. Past actual income received or earned within the last 12 months of the determination date, as HUD may prescribe in applicable administrative instructions when (A) The family reports little or no income; and (B) MDPHA is unable to determine annual income due to fluctuations in income (e.g., seasonal or cyclical income).
- c. The Annual income also includes amounts derived from assets to which any member of the family has access (during the 12-month period).

Income exclusions are indicted in Section 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 operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in the Internal Revenue Service (IRS) regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered as income when used to reimburse the family for cash or assets invested in the property. If the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by USHUD;
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See paragraph B (14). below for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits);

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5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (See paragraph B (3) below concerning treatment of lump sum additions as family assets);
6. All welfare assistance payments (Temporary Assistance to Needy Families, General Assistance) received by or on behalf of any family member;
7. Periodic and determinable allowances, such as alimony and child support payments, and regular cash and non-cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members; and
8. All regular pay, special pay, and allowances of a family member in the Armed Forces. (See paragraph B (7) below concerning pay for exposure to hostile fire.)
9. In determining annual income, MDPHA may request the family to provide documentation of current income. The family acceptable documentation can be either dated 60 days prior to income determination or 60 days following the date the income documentation is requested.
10. Historical Amounts: If MDPHA is unable to determine annual income using current information because the family reports little to no income or because income fluctuates, MDPHA may average past actual income received or earned within the last 12 months before the determination date to calculate annual income.

B. Items Not Included in Annual Income

Annual Income does not include the following or as may be amended by federal regulations:

1. Income from the employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);
3. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains, onetime lottery winnings, and settlement for personal property losses (but see paragraphs A (3) and (4) above if the payments are or will be periodic in nature); (See paragraph (14). below for treatment of delayed or deferred periodic payments of Social Security or Supplemental Security Income benefits).
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide, provided the person meets the definition of a live-in aide (See Appendix I of this ACOP);
6. The full amount of student financial assistance paid directly to the student or the educational institution;

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7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Certain amounts received that are related to participation in the following programs:
 - a. Amounts received under USHUD funded training programs (e.g. Step-up program: excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training);
 - b. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - c. 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.) to allow participation in a specific program;
 - d. Effective June 1, 2004 and while in effect, exclude from annual income the \$600 transitional assistance subsidy (credit) for elderly and disabled applicants and tenants enrolled in the Medicare Discount Card transitional assistance program,
 - e. A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month) received by a public housing resident for performing a service for MDPHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 - f. Incremental earnings and/or benefits resulting to any family member from participation in qualifying state of local employment training program (including training programs not affiliated with the local government), and training of family members 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 a limited period as determined in advance by the PHA;
9. Temporary, non-recurring, or sporadic income (including gifts);
10. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
11. Earnings in excess of \$480 for each full-time student eighteen (18) years old or older (excluding the head of the household and spouse);
12. Adoption assistance payments in excess of \$480 per adopted child;
13. The incremental earnings and benefits to any Public Housing resident (excluding Section 8 New Construction developments) whose 1) annual income increased due to employment of a family member who was unemployed for one (1) or more years previous to employment; or 2) annual income increases as the result of increased earnings by a family member during participation in any economic self-sufficiency or

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other job training program; or 3) annual income increases due to new employment or increased earnings of a family member during or within six (6) months of receiving state-funded assistance, benefits or services, will not be included during the exclusion periods (see Section F of this Chapter for additional details).

14. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment;
15. 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;
16. Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
17. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. A notice will be published by USHUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.
18. The following is a list of benefits excluded by other federal statute:
 - a. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 [7 USC 2017 (h)];
 - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973 [42 USC 5044 (g), 5088]. Examples of programs under this Act include but are not limited to:
 - The Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
 - National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
 - Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).
 - c. Payments received under the Alaska Native Claims Settlement Act [43 USC.1626 (a)];
 - d. Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes [(25 USC. 459e);
 - e. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program [42 USC 8624 (f)];
 - f. Payments received under programs funded in whole or in part under the Job Training Partnership Act [29 USC 1552 (b)] ;

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- g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians [Pub. L. 94-540, 90 Stat. 2503-04];
- h. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 USC 1407-08), or from funds held in trust for an Indian Tribe by the Secretary of Interior [25 USC 117b, 1407]; and
- i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs [20 USC 1087 uu]. Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships.
- j. Payments received from programs funded under Title V of the Older Americans Act of 1965 [42 USC 3056 (f)]. Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb.
- k. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the In Re Agent Orange product liability litigation;
- l. Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96- 420, 94 Stat. 1785);
- m. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 USC 9858q);
- n. Earned income tax credit refund payments received on or after January 1, 1991 (26 USC 32 (j));
- o. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- p. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990;

C. Anticipating Annual Income

If it is not feasible to anticipate income for a 12-month period, MDPHA may use the annualized income anticipated for a shorter period. For example, this method would be used for teachers who are only paid for ten (10) months, or for tenants receiving unemployment compensation.

D. Adjusted Income

Adjusted Income is the income upon which rent is based. Adjusted income means Annual Income less the following deductions and exemptions:

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1. For all Families

- a. Child Care Expenses - A deduction of amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age for the period for which Annual Income is computed, but only when such care is necessary to enable a family member to be gainfully employed, to seek employment or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed: (a) the amount of income earned by the family member released to work; or (b) an amount determined to be reasonable by PHA when the expense is incurred to permit education or to seek employment.
- b. Dependent Deduction - An exemption of \$480 for each member of the family residing in the household, other than the head of household, or spouse, live-in aide, foster adult or foster child, who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.
- c. Work-related Disability Expenses – A deduction of un-reimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work. Equipment and auxiliary apparatus may include but are not limited to:
 - Wheelchairs
 - Lifts
 - Reading devices for the visually impaired
 - Equipment added to cars and vans to permit their use by the disabled family member.
 - Included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities.
- d. For non-elderly families and elderly or disabled families without medical expenses: the amount of the deduction equals the cost of all un-reimbursed expenses for work-related disability expense less three percent of annual income, provided the amount so calculated does not exceed the employment income earned.
- e. For elderly or disabled families with medical expenses: the amount of the deduction equals the cost of all unreimbursed expenses for work-related disability expense less three (3) percent of annual income (provided the amount so calculated does not exceed the employment income earned) plus medical expenses as defined below.

2. For Elderly and Disabled Families only:

- a. Medical Expense Deduction - A deduction of unreimbursed medical expenses, including insurance premiums, anticipated for the period for which annual income is computed. Medical expenses include but are not limited to:
 - Services of physicians and other health care professionals
 - Services of health care facilities
 - Health insurance premiums (including the cost of Medicare)
 - Prescription and non-prescription medicines

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- Transportation to and from treatment
 - Dental expenses
 - Eyeglasses
 - Hearing aids and batteries
 - Attendant care (unrelated to employment of family members),
 - Payments on accumulated medical bills.
 - Effective June 1, 2004 and while in effect, for residents who have the Medicare Prescription Drug Discount Card, consider the market (pre-discount) price of eligible drugs, not the discounted price.
 - Enrollment fee (up to \$30) of the Medicare Prescription Drug Discount Card program, if not paid by Medicare. (PIH Notice 2004-11).
- b. To be considered by PHA for the purpose of determining a deduction from income, the expenses claimed must be verifiable.
- c. For elderly or disabled families without work-related disability expenses: The amount of the deduction shall equal total medical expenses less three (3) percent of annual income.
- d. For elderly or disabled families with both work-related disability expenses and medical expenses: the amount of the deduction is calculated as described in paragraph D.1.c .above.
3. Elderly/Disabled Household Exemption - An exemption of \$400 per household. See definitions in Appendix I of this ACOP.

E. Computation of Rent

1. The first step in computing rent is to determine each family's Total Tenant Payment (TTP). If the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this computation, if a positive number, is the tenant rent. If the TTP less the utility allowance is a negative number, the result is the utility reimbursement, which is paid to the tenant.
2. TTP is the highest of:
 - a. 30% of adjusted monthly income; or
 - b. 10% of monthly income; but never less than the
 - c. Minimum Rent; and never more than the
 - d. Flat Rent, if chosen by the family (where applicable)
3. Tenant rent is computed by subtracting the utility allowance for tenant supplied utilities (if applicable) from the TTP. In developments where MDPHA pays all utility bills directly to the utility supplier, tenant rent equals TTP.
4. The minimum rent shall be \$50 per month; however, a hardship exemption shall be granted to residents who can document that they are unable to pay the \$50 because of a hardship. Refer to Chapter VII, Section B of this ACOP.
5. At initial certification and at each subsequent annual recertification, the resident shall be offered a choice of paying either the income -based rent or the Flat Rent applicable to the unit they will be occupying.

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F. Earned Income Disallowance

The Earned Income Disallowance (EID) is the exclusion from the calculation of the family's income, the income increase attributable to new employment or increased earnings, over the income received prior to qualifying for the disallowance. The EID is not applicable to residents of Section 8 New Construction developments.

1. The EID applies to any Public Housing resident whose:
 - a. annual income increases due to employment of a family member who was unemployed for one (1) or more year previous to employment; or
 - b. annual income increases as the result of increased earnings by a family member during participation in any economic self sufficiency or other job training program; or
 - c. annual income increases due to new employment or increased earnings of a family member during or within six (6) months of receiving state funded assistance, benefits or services.
2. For purposes of the EID, the following definitions apply:
 - a. State-funded assistance, benefits or services means any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by MDPHA in consultation with the local agencies administering Temporary Assistance for Needy Families (TANF) and Welfare-to-Work programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one -time payments, wage subsidies and transportation assistance – provided that the total amount over a six-month period is at least \$500.
 - b. During the 12-month period beginning when the member first qualifies for a disallowance, MDPHA must exclude from annual income any increase in income as a result of employment. For the twelve (12) cumulative months following the first exclusion period, 50% of the income increase shall be excluded.
 - c. Regardless of how long it takes a resident to work for twelve (12) cumulative months (to qualify for the first exclusion) or the second twelve (12) cumulative months (to qualify for the second exclusion), the maximum period for the disallowance (exclusion) is forty-eight (48) months.
 - d. The disallowance of increased income under this section is only applicable to current residents and will not apply to applicants who have begun working prior to admission, unless their earnings are less than would be earned working ten hours per week at minimum wage, under which they qualify as unemployed.
 - e. The definition of previously unemployed also includes a person who has earned not more than could be earned working ten (10) hours per week for fifty (50) weeks at the established minimum wage.
3. The periods of income disallowance are as follows:

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- a. 100% disallowance of increased earnings: The initial 12-month cumulative full exclusion period begins on the date the qualifying family member experiences an increase in income attributable to employment or increased earnings. For tracking and administrative purposes, MDPHA can begin the EID on the first day of the month following the effective date of employment.
- b. 50% disallowance of increased earnings: The second 12-month cumulative exclusion period begins after the initial period ends.
- c. 48-month lifetime limitation: The EID concludes at the end of the second 12-month cumulative period or after 48 months of the initial 12-month cumulative period, whichever come first.
- d. After the EID periods end, the full income is included towards the rent calculation.

G. Rent Collection

MDPHA has initiated the following rent payment options for its residents:

1. Check, money order, or cashier's check mailed by the resident directly to the MDPHA lockbox.
2. Authorized direct debit from resident's checking or savings account.
3. Online payment through major credit card.

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XIII. FAIR HOUSING AND EQUAL OPPORTUNITY

A. Non-discrimination Policy

1. MDPHA complies with all federal, state, and County antidiscrimination laws including, but not limited to, the Fair Housing Act; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
2. No person shall, on the basis of race, color, sex, religion, national or ethnic origin, familial or marital status, sexual orientation, ancestry, age, pregnancy, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under programs operated and/or funded by MDPHA.
3. MDPHA will provide applicants and participants with federal/state/local information regarding discrimination and any recourse available to them if they believe they may be victims of discrimination.
4. MDPHA will display the Fair Housing poster at ALC, Public Housing and Section 8 New Construction site offices. Upon eligibility determination, applicants will be provided with the Housing Discrimination Complaint form and information pertaining to procedures to be followed if the applicant believes he/she has experienced illegal discrimination.

B. Processing Non-Discrimination Complaints and Reasonable Accommodation Requests

1. All applicable Fair Housing Information and Discrimination Complaint forms will be made available at MDPHA's 504/ADA Coordinator's office and/or by the 504/ADA Coordinator mailing copies of information to person requesting same. In addition, all appropriate written information and advertisements will contain the appropriate written information, and advertisements will contain the appropriate Equal Opportunity language and logo.
2. MDPHA's 504/ADA Coordinator will assist any family that believes they have suffered illegal discrimination by providing copies of the federal and local housing discrimination forms and the addresses of the applicable offices. In addition, MDPHA's 504/ADA Coordinator will facilitate conciliation of discrimination complaints upon the request of complainants, to the greatest extent feasible.
3. MDPHA will cooperate with USHUD in conducting monitoring and compliance reviews and complaint investigations, pursuant to all applicable civil rights statutes and regulations, Executive Orders, and all civil rights related program requirements.
4. Reasonable accommodation requests are processed through the 504/ADA Coordinator's office (refer to Section E of this Chapter).

C. Effective Communication Policy

MDPHA has an Effective Communication Policy to ensure effective communication with applicants, residents, program participants, employees, and persons with disabilities. Such policy is Appendix II of this ACOP.

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D. Emergency Evacuation Assistance Program Procedures

In case of emergency, MDPHA will take all necessary steps to address specific needs of its residents in consistency with the Miami-Dade County Emergency Evacuation Assistance Program, as described in Appendix III of this ACOP.

Additionally, MDPHA's Emergency Management Manual will continue to be reviewed to ensure that it contains all necessary provisions required for persons with disabilities in emergency conditions.

E. Reasonable Accommodation Policy and Procedures

MDPHA's Reasonable Accommodation Policy and Procedures, as referenced through this ACOP, is Appendix IV of this ACOP.

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XIV. Domestic Violence

A. Overview

Under the Violence Against Women Act (VAWA), MDPHA is required to implement internal policies to include provisions for protection of victims of domestic violence, dating violence, sexual assault, sexual battery and stalking (domestic violence). For definitions of terms under this chapter, refer to Appendix I of this ACOP.

MDPHA has notified its applicants and residents about the protections afforded by VAWA, and has provided them with HUD form 50066, *Certification of Domestic Violence, Dating Violence, or Stalking* form to be used by alleged victims of domestic violence.

B. Admission and Continued Occupancy Criteria

1. An applicant cannot be denied admission or assistance solely because the person has been a victim of domestic violence.
2. Residents or tenants who are victims of domestic violence must be handled as an exception to the federal One Strike Rule under documented incident of actual or threatened domestic violence.
3. Domestic violence does not qualify as a serious or repeated violation of the lease for terminating assistance, tenancy, or the occupancy rights of the victim.
4. MDPHA may allow for the perpetrator of domestic violence to be removed from the lease, while the remaining family members stay in the assisted unit, upon approval of the Asset Management Division Director.
5. Proven victims of domestic violence will be considered for emergency transfers.
6. Subject to funding availability, the issuance of a Section 8 voucher may be offered to the victimized family.

C. Evidence Required as Proof of Domestic Violence

When confronted with cases of domestic violence, MDPHA must provide the alleged victim with HUD form 50066, *Certification of Domestic Violence, Dating Violence, or Stalking* and request documentation to accompany the victim's statement, which may include:

- A listing of the approximate dates when each incident occurred, discussion of the applicant's fears and injuries and the effect that each abusive incident has had on the applicant and her/his family.
- Restraining or civil protection orders.
- Medical records.
- Police reports, records of telephone calls or visits to the victim's address. This may include telephone calls to the police registering a complaint, a log of police runs made to the residence, copies of all tapes and reports written by officers responding to a call.

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- Criminal court records if a batterer was arrested or convicted of any act of domestic violence or destruction of property relating to the victim (certified copies); a victim's own statement to police or prosecutors, which can be obtained from the prosecutor's office.
- Statements of workers from a domestic violence shelter or other domestic violence programs attesting to the time the victim spent in the shelter and the reason as linked to incidents of abuse.
- Statement from counselors, if victim attended counseling.
- Reports, statements from police, judges and other court officials, clergy, social workers and other social service agencies.
- Other credible evidence as corroborated by law enforcement or domestic violence providers.

D. Considerations for Victims of Domestic Violence

MDPHA must consider:

- a. The nature and severity of each case while exercising discretion on whether or not family members or their guests may threaten the health, safety, or right to peaceful enjoyment of the premises by others.
- b. The effects of denial or termination of assistance on other family members who were not involved in the offense.
- c. The conditions barring the culpable household member from residing in or visiting the unit.
- d. The circumstances relevant to an eviction or termination of tenancy based on the extent to which the person has shown personal responsibility to prevent the offending action, and the time that has elapsed since their arraignment for that crime.
- e. The range of evidence as proof of domestic violence, which may include, but is not limited to victim's statement, testimony or affidavit outlining the facts of the violence or cruelty in each incident, utilizing form HUD-50066.

E. Protection of Victims of Domestic Violence

1. MDPHA shall refer victims of domestic violence to the State of Florida Office of the Attorney General to apply for participation in the Address Confidentiality Program for Victims of Domestic Violence. Once the victim has applied, the address, telephone number and social security number are exempt from public review, except when the information is required by a law enforcement agency.
2. In determining if eviction is appropriate, MDPHA must consider the safety and well-being of victims, as well as the health, safety and peaceful enjoyment of other residents who may be affected by incidents or domestic violence.
3. MDPHA must develop linkages and referrals to appropriate counseling and law enforcement entities.

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4. The information under the *Certification of Domestic Violence* will remain confidential and will be used by MDPHA only to provide the victims with the exceptions and protections under VAWA.
5. MDPHA must ensure that private information of victims of domestic violence is protected in accordance with the Records Management provisions found in Chapter II, Section N.

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XV. Section 32 Homeownership Plan

A. Overview

The 1998 Quality Housing and Work Responsibility Act (QHWRA) permitted public housing authorities (PHAs), through Section 32 of the U.S. Housing Act of 1937, to make public housing dwelling units available for purchase by low-income families as their principal residence.

Under Section 32, the PHA may sell all or a portion of a public housing development to eligible public or non-public housing residents. Other more restrictive homeownership programs, such as 5h and Turnkey III, may be converted to Section 32 to increase the pool of eligible low-income homebuyers. Miami-Dade County through MDPHA proposes to convert certain public housing units into a Section 32 Homeownership Plan. The initial units identified to be converted are located in Heritage Village I. However, MDPHA plans to convert additional units in accordance with the MDPHA's Annual Plan and the Section 32 Homeownership Plan.

B. Heritage Village I

Heritage Village I (FL5-064) was constructed in 1982 as the Turnkey III project. This property, located in the Homestead area of Miami-Dade County at the corner of SW 142nd Avenue and SW 268th Street. MDPHA plans to convert 27 of the original 30 units into a Section 32 Homeownership Program. The three (3) currently occupied units have homeownership agreements under the current Turnkey III Program. The residents have completed their obligations under the homeownership agreements and titles to the units are being transferred under that program to the three (3) families.

The MDPHA has established priorities for selecting potential homeowners that further the program's goals. Since this is a homeownership program conversion from Turnkey III to Section 32 Plan, priority will be given to current Heritage Village I residents that are eligible homebuyers and can obtain a mortgage. MDPHA will offer the units to income-eligible purchasers in conjunction with MDPHA's Housing Choice Voucher (HCV) Homeownership Program:

The following are the established priorities:

- First Priority* -- Current Heritage Village residents
- Second Priority* -- Former Mobility Pool Members with available vouchers
- Third Priority* -- Current Section 8 Housing Choice Voucher (HCV)-eligible Homeownership Program candidates and Family Self Sufficiency (FSS) program participants
- Fourth Priority* -- Public Housing FSS and income eligible homeownership families
- Fifth Priority* -- Current HCV recipients eligible for homeownership. If no interest by HCV recipients, the Section 32 option will be opened to the families on the current waiting list. This offer will be repeated until there are sufficient eligible buyers choosing to purchase in the Homestead area of Miami-Dade County.