

CITY OF DES MOINES, MUNICIPAL HOUSING AGENCY

DEPARTMENT OF HOUSING SERVICES

ADMINISTRATIVE PLAN

SECTION 8

HOUSING ASSISTANCE PAYMENTS PROGRAM

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EXHIBITS TO THIS PLAN

Exhibit 1 – Equal Housing Opportunity Plan
Includes Limited English Proficiency Plan attachment

Exhibit 2 – Marketing Plan

Exhibit 3 – Owner’s Manual

Exhibit 4 – Section 8 Portability Procedures

Exhibit 5 – FSS Action Plan

Exhibit 6 – Utility Allowance Schedules

Exhibit 7 – Payment Standards Schedule

Exhibit 8 – UIV Procedures

Exhibit 9 – Fraud Policy

Exhibit 10 – FSS Fair Housing Addendum

I. STATEMENT OF POLICY

The City of Des Moines, Municipal Housing Agency (DMMHA) herein after referred to as “DMMHA”, will implement the Section 8 Housing Assistance Payment Programs, which includes the Moderate Rehabilitation and Housing Choice Voucher Programs; in a manner consistent with the overall City policy and mission. The City shall not, on account of race, color, sex, creed, national origin, age, disability, gender, sexual orientation, familial status or religion, deny families or individuals the opportunity to apply to lease dwellings suitable to their needs.

A determination of ineligibility will not preclude applicants from exercising their other rights if they believe they are being discriminated against on the basis of race, color, sex, national origin, age, handicap or religion.

Participants of the Family Self-Sufficiency (FSS) program are Housing Choice Voucher holders and are subject to all applicable provisions of this Policy, except where specifically stated otherwise. Policies and procedures governing the administration of the FSS program are outlined in the agency’s Family Self-Sufficiency Action Plan (Exhibit 5).

DMMHA uses reasonable steps to affirmatively further fair housing in its Housing Choice Voucher Family Self-Sufficiency (FSS) program. These steps are outlined in the FSS Fair Housing Addendum (Exhibit 10).

II. PROGRAM ADMINISTRATION

A. OUTREACH

Because of the complexity of the Section 8 Housing Choice Voucher Program, efforts will be on-going to inform all interested or associated groups or individuals that DMMHA will be attempting to reach and serve. The more obvious means of communications have been proposed, such as newspapers, television, radio and community group contacts. However, as the program progresses, these methods will be evaluated as to their necessity and/or effectiveness. Various outreach methods will be brought into play if it is determined that a segment or segments of the community are not being reached or that very low income families have not been certified in sufficient numbers to achieve and maintain full leasing status of the project(s). A detailed plan of outreach is outlined in the Agency’s Equal Housing Opportunity Plan (Exhibit 1) and Marketing Plan (Exhibit 2).

The Housing Assistance Payments Program (HAP Program) has been, and will continue to be, considered operable following official announcement of the nature of the program, the number and distribution of available units, and the place and time for the taking of applications.

As necessary, outreach will be employed to attract families and owners to the HAP Program. Informational material will be on hand at the DMMHA Administrative Office, and group meetings will be arranged with representative agencies for the purpose of educating the community and continuing contact with owners will be maintained to encourage them to participate in the HAP Program.

Special Interest Group forums, if necessary, will be used to reach families considered least likely to apply. A DMMHA representative will be made available to address groups of all sizes in an effort to attract both families and owners.

The DMMHA works closely with local language interpretation service providers to ensure program access and

understanding by persons with Limited English Proficiency (LEP). The DMMHA has also implemented the Language Line Interpretation service to aid in communications with persons with Limited English Proficiency. The DMMHA will assess the proportion or number of LEP persons eligible to be served or likely to be encountered by the program and provide, to the extent reasonably possible, access to relevant program materials in other languages as determined necessary by the assessment. Additional procedures for outreach activities for LEP persons are included in the DMMHA LEP Plan which is an attachment to Exhibit 1, the City of Des Moines Equal Housing Opportunity Plan.

As necessary, letters and appropriate advertising of the program will be used to attract real estate firms, property managers, and owners who control substantial numbers of units.

The DMMHA will maintain lists of available housing as submitted by owners, realtors, landlords and agents. A separate listing will be maintained of handicapped accessible units. All applicants will be assisted to the extent possible by the DMMHA in their search for adequate housing in locations of their choice.

The Family Self-Sufficiency Action Plan contains a Coordinating Committee which will assist in the development and implementation of the Family Self-Sufficiency program.

Additional procedures for outreach activities are contained in Exhibit 1, the City of Des Moines Equal Housing Opportunity Plan and in the Agency's Marketing Plan (Exhibit 2).

B. PRE-APPLICATIONS

When opening the Section 8 Waiting List, interested individuals/families will be required to complete a written pre-application form for admission and placement on the waiting list. The written pre-application form is included in an application packet given to those individuals who are interested in applying for the Section 8 Program. The DMMHA will use the pre-application form to collect only the information necessary to make a preliminary determination of eligibility. The application packet includes detailed information on the Section 8 Program, preference information (if applicable), reasons for denials and information on the Informal Review Process. A more complete application is taken prior to admission.

When the waiting list is open, pre-applications for the Section 8 Housing Assistance Payments Programs will be accepted by DMMHA staff at the DMMHA Administrative Office or other sites as designated. Because of the complexity of the programs, pre-applications will not be taken by telephone. In instances of disabled or other special needs applicants, coordination with appropriate agencies may be arranged.

When the pre-application for admission form is completed, the Application Specialist, or other staff member, will record the date **and time** the completed pre-application form is received in the Administrative Offices. The DMMHA will select applicants from the waiting list through a lottery or random selection approach. Through this approach, the waiting list is not established based on the date and time of application. Instead, DMMHA randomly orders applications to form a waiting list. If DMMHA anticipates receiving far more applications than it can assist in a reasonable period of time, lottery rules may be established in advance with a limit to the number of applications that will be placed on the waiting list. DMMHA will determine the random or lottery selection order through a computer generated random selection program.

The DMMHA shall maintain a list of applicants for the Section 8 Housing Assistance Payments Program. Applicants who are on the waiting list for other Public Housing programs and present Public Housing and Moderate

Rehabilitation Program residents will be eligible to apply for the Section 8 Housing Assistance Program. The Section 8 Housing Assistance Program list will be utilized for the Housing Choice Voucher and Moderate Rehabilitation Programs. Refusal to participate in the Section 8 Housing Assistance Payments Program will not affect an applicant's position on the waiting list for other DMMHA housing programs.

Families on waiting lists for any type of assisted housing will have no special status with respect to the Section 8 Voucher Program; families must apply specifically for these programs. Applicants will not lose their place on any other DMMHA waiting list should they make pre-application for the Section 8 Housing Assistance Payments Program, and this right will be explained to each applicant for the Section 8 Housing Assistance Payments Program who might previously have filed a pre-application for a dwelling unit available through any other DMMHA Program.

The DMMHA may deny processing a pre-application for an individual or family who was denied within six (6) months of the pre-application.

Families will be advised to notify the Application Specialist, in writing, if the family moves. Failure to properly notify the DMMHA of a new address may result in a family not being contacted when the Housing Choice Voucher is available and will lead to the family being removed from the waiting list.

If the number of families on the waiting list for a Housing Choice Voucher is such that there is no reasonable prospect that additional applicants could be provided assistance within the next year, the DMMHA may suspend the taking of further pre-applications. If the suspension occurs, the DMMHA will publicly announce the effective date of such suspension.

C. PROCESSING OF PRE-APPLICATIONS

A Computerized Registration of Pre-Applications (Waiting List) for the Section 8 Housing Assistance Payments Program will be maintained by the Application Specialist.

Following the receipt of a complete pre-application, the Application Specialist will enter the information into the computer system as required and will assign a Waiting List Number to the pre-application to be used solely as an identification number for the computer.

Periodically, and generally no less than every six months, applicants on the waiting list will be contacted by letter to determine their continued interest in program participation. Each applicant will be required to complete a questionnaire and return it to the Agency. Failure to return the form in a timely fashion will result in the applicant's name being removed (retired) from the waiting list.

Applicants with questions regarding their retired application must submit their questions in writing to the Leasing Administrator or his/her designee.

Income Targeting

DMMHA will comply with the income targeting requirements of "Income Targeting" as required in the Public Housing Reform Act, Section 513. Meeting the income targeting requirements may require skipping higher income families on the waiting list as necessary to satisfy DMMHA's annual targeting requirement.

Family Self Sufficiency

When the need arises for DMMHA to recruit for participants in its Family Self Sufficiency Program, DMMHA will extend the invitation to current participants first, applicants on the waiting list second and finally to the general public. Applicants and the general public wishing to participate in the Family Self Sufficiency Program will be given preference status and move to the top of the waiting list (for detailed information on the Family Self Sufficiency Program see the Family Self Sufficiency Action Plan - Exhibit 5).

D. COMPLETION OF FULL APPLICATIONS FOR ADMISSION

When a Housing Choice Voucher becomes available, notification will be made to the next family or person on the waiting list.

Families will be required to complete a full application for admission. The family will be notified by mail of the date and time of the appointment.

All family members over the age of eighteen (18) years of age must appear for the scheduled appointment. If family has a husband and wife, both parties must be present regardless of age.

The Application Specialist, or other DMMHA staff, will complete all information contained on the DMMHA's full application form. At this time, the family is given the Statement of Family Obligations containing the rules and regulations of the program. Staff will either read this information to them or ask the family to read the information. Each applicant is required to sign a statement that they have read and understand the Statement of Family Obligations. Family composition and income will be verified at this time.

The applicant will be required to meet with DMMHA staff to complete and sign a **Formal Full** Application. All information regarding previous rental history and/or program participation, criminal background, **net gross** family income, **net gross** assets, and preference rating (**if applicable**) will be verified and maintained in the applicant's file.

Information to be verified include the following:

- (1) Family status (marriage license, proclaimer of, and test for, common law marriage, divorce, annulment, legal separation, etc.)
- (2) Age of head of household (birth certificate, military records, baptismal records, third party verification that is from a credible and reliable source, passport). Applicants must be 18 years of age or older, **or** have the legal capacity to sign legal contracts/documents, at the time of application to be eligible to apply.
- (3) Age of all family members and/or dependents (birth certificates, third party verification that is from a credible and reliable source, military records, baptismal records, passport).
- (4) Annual income from all sources (written employer verification, unemployment compensation, workmen's compensation payments, benefits, annuities, bank statements, trust fund distribution, income from financial aid programs and institutions, interest income, regular and periodic gifts and/or contributions verified by benefactor, etc.)
 - a. DMMHA will obtain and document in the family file, third party verification of the following factors, or will document the file as to why third party verification was not available:

1. Reported family income;
 2. The value of assets;
 3. Expenses related to deductions from annual income;
 4. Income received from all student financial aid programs and institutions to include but not limited to academic and/or athletic scholarships; and
 5. Other factors that affect the determination of adjusted income or income-based rent.
- (5) Copy of Social Security cards for all family members; copies to remain in applicant/resident file.
- (6) All allowable expenses, deductions and allowances (third party verification).
As a general practice, all applicable verification forms will be mailed and self-addressed and postage pre-paid envelopes will be enclosed with each verification form mailed to the third party.
- (7) Permanent **handicap and** disability **verification** (written physician verification or verification from Social Security.)

After having missed one scheduled appointment for the meeting to complete the full application, the family's pre-application will be retired and their name removed from the waiting list. However, if the applicant contacts the Agency prior to the scheduled meeting, the Agency may reschedule the applicant.

E. ELIGIBILITY FOR PARTICIPATION

To be eligible for participation, applicants must meet the following qualifications:

1. The Head of Household must be an individual who is 18 years old or older, or have the legal capacity to sign legal contracts/documents.
2. Qualify as a Family -

A family is defined as:

- A) Single persons or two or more persons related by blood, marriage, adoption or other operation of the law; or
- B) Two adults who share residency with their income and resources available to meet the family's needs and who provide evidence of a stable family relationship.

Evidence may include, but is not limited to, the following:

- a) Evidence of continuous cohabitation for a period of not less than 12 months within the last 24 months; and one or more of the following:
 - b) Joint tax returns
 - c) Insurance policies in both parties names
 - d) Joint credit history within the last year
 - e) Real estate title in both parties names
 - f) Lease agreement in both parties names (the owner of the leased property must have a valid rental certificate)
 - g) Property tax statement in both parties names
 - h) Mortgage documents in both parties names.

Evidence submitted must be current (within 12 months, unless otherwise specified above),

and not obtained solely for purpose of securing housing assistance.

SUFFICIENCY OF THE EVIDENCE IS AT THE SOLE DISCRETION OF THE DMMHA.

3. Income

Annual family income must not exceed the amount established for the program by the U.S. Department of Housing and Urban Development.

The DMMHA's decisions concerning income eligibility will be in accordance with HUD Regulations governing the programs, specifically 24CFR 982.

FAMILY INCOME

Adjusted family income, at the time of admission to or continued assistance under the program, will be computed in accordance with HUD regulations and definitions and procedures established in this Policy.

As a condition of admission to or continued assistance under the program, the DMMHA will require the family head, and all other household members over the age of 18, to execute a release and consent form (HUD – 9886 (as amended)) authorizing any depository or private source of income, or any Federal, State or local agency, to furnish or release to DMMHA such information as DMMHA determines to be necessary in the calculation of the Family Share of Rent.

Family income will include income of all family members. The family's income will be determined in accordance with HUD regulations (24CFR 5.609 (as amended)). DMMHA will use current circumstance to anticipate a yearly projected income, unless verification forms indicate an imminent change. Family income will include, but is not limited to, all income or winnings which must be disclosed to the Internal Revenue Service.

The DMMHA will obtain third party verification, when possible, of reported family annual income, the value of assets, expenses related to deductions from annual income and other factors that affect the determination of adjusted income, and will use the verified information in determining adjusted income.

The DMMHA will properly attribute and calculate allowances for any medical, child care, and/or disability assistance expenses as described in HUD Regulation 24CFR 5.609 (as amended).

For the purpose of calculating the family's assets, DMMHA will use the year-to-date average balance on checking accounts, when available, and the current balance on savings accounts.

DMMHA will calculate "seasonal income" (i.e. employment at school systems – 9 months a year with the summer off) by averaging the total gross income from seasonal work over a 12 month period.

DMMHA will calculate fluctuating hours and/or rates by using the monthly average of gross year to date earnings and projecting that number over a 12 month period.

DMMHA defines sporadic income as income that is neither reliable nor periodic. For the purpose of calculating the tenants portion of the rent, DMMHA will consider income to be sporadic if it **does not exceed an average \$500 per month and/or** does not demonstrate a pattern of occurrence.

DMMHA defines reasonable child care expenses as child care expenses that do not exceed the client's current gross earned income. In the case of clients currently under Earned Income Disregard (EID), the amount of child care expenses may not exceed the earned income that is applied towards the rent calculation. DMMHA will allow a family to receive reasonable child care expense allowance if not working or going to school only if actively seeking employment. The family will be allowed to submit three (3) months of child care expenses in a twelve month period while not working or going to school. The child care shall not exceed four hours a day during the time in which the family is not working or going to school.

DMMHA defines reasonable medical expenses as out-of-pocket medical expenses paid by the client that are not reimbursed by insurance. These expenses include but are not limited to: medical insurance premiums, prescription drug expenses, food and veterinary costs for a service animal. Over the counter medicines/products may be included provided there is a doctor statement regarding the medical need for the medicine/product.

In the event that third party verifications are received late, DMMHA will calculate the annual income based on information provided by the family (pay stubs or written statements from employers). Upon receipt of the late third party verification, DMMHA will review the verification for accuracy. If the third party verification is significantly different than the information provided by the family, a recalculation of income will be completed.

DMMHA considers in-kind gifts as income only when they are used by the client to pay rent and utilities and are NOT from a governmental source. In-kind Contributions and gifts to the household from persons or entities outside the household must be received by the client for two-consecutive months in order to be considered as income. This includes rent and utility payments paid on behalf of the family and other cash or non-cash contributions and/or gifts. Contributions and gifts will be verified through third party verification forms provided by DMMHA.

DMMHA defines reasonable costs that may be deducted in determining the cash value of an asset as: Penalties for early withdrawal, broker fees, legal fees, and for real estate: settlement costs, brokers fees, closing costs, and mortgage balance owed. **For real property that is owned by an applicant or participant, DMMHA will use actual conversion costs as listed previously if available. If not available because the real property has not been disposed of, DMMHA will use the assessed value of the property as market value and 7% of the assessed value as broker fees.**

DMMHA will consider assets sold for less than fair market value if the asset sold had a net worth of \$5,000 or more.

STUDENT OF HIGHER EDUCATION ELIGIBILITY, INCOME AND VERIFICATION

In accordance with The U.S. Department of Housing and Urban Development's final rule published December 30, 2005, on Eligibility of Students for Assisted Housing under Section 8 of the U.S. Housing Act of 1937, and Supplementary Guidance published April 10, 2006, the DMMHA established the following policies for verifying student eligibility, income and verification.

For students of higher education (full-time or part-time) that are under the age of 24 years, DMMHA will consider any financial assistance (in excess of amounts received for tuition) as household income that the student receives from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965

(20 U.S.C. 1002). Loan proceeds such as Perkins Loans, Stafford Loans and Plus Loans are not considered income for purposes of determining student eligibility for Section 8 housing assistance.

DMMHA will verify that a student is “independent” from their parents in accordance with the following:

1. Student must be of legal contract age per state law;
2. Student must have established separate household for at least one year from parents/guardian – DMMHA will require verification, acceptable to DMMHA, of previous address(es) to determine whether the student established a separate household;
3. Student must not be claimed as tax dependent on parents tax returns – DMMHA will require parents’ prior year tax returns to verify whether the student was claimed as a dependent;

DMMHA will verify the income of any student that is unmarried and does not have a dependent child to determine if the student is eligible for housing assistance by conducting the following two part test:

1. Verify the students income to determine eligibility; and
2. Verify the parent’s income “individually and jointly”.
 - a. If the parents are living together, DMMHA will require a joint certification in the form of the most recent tax return.
 - b. If the parent is widowed or single, DMMHA will require the tax return from the individual parent.
 - c. If the parents are divorced, DMMHA will require the tax return of the parent with which the student has lived with for the last 12 months.
 - d. If the student lived with each parent for 6 months, DMMHA will require the tax return of both parents.
 - e. In the event that the DMMHA is unable to obtain the verification of parental income, the DMMHA may, at its sole discretion, accept from the parents a declaration and certification of income in the form of an affidavit from the parent.

As a result of the above regulatory requirement, the DMMHA will require all applicants to notify DMMHA, in writing, within ten (10) business days of enrolling in or no longer attending an educational institution either part-time or full-time.

VERIFICATION OF INCOME

Third party written verification, received directly from the information source via electronic means, computer matching (i.e. Upfront Income Verification System (UIV) (see Exhibit 8), or some other reliable means may, at the discretion of DMMHA, be accepted as the highest level of acceptable verification of income.

In the event that such verification is not available, DMMHA may, in its sole discretion, accept the following:

- a. Document verification involving DMMHA review of documents provided directly by the applicant or tenant, preferably original copies, not photocopies.
- b. Third party oral verification.
- c. Family declaration or certification, notarized statement or signed affidavit from the family attesting to the accuracy of information. This form of verification will be used only in the event where all other forms of verification are impossible.

Obtaining documents from the tenant and photocopying is an acceptable form of verification when not prohibited by

law. When such documents cannot be photocopied, DMMHA staff will sign a statement confirming that the verification documents were viewed by staff by recording the document source, date, time, amount, etc. The Agency may, in its sole discretion, obtain oral verifications from a credible and reliable third party source and properly document the file.

Verified information will be analyzed and a determination of rent and of the appropriate unit size made.

The determination of adjusted monthly income will be based on verification information received by the DMMHA no earlier than **120** 60 days before the DMMHA issues a voucher to the family or **no earlier than 120 days before initial lease up or** a determination that a current participant family is eligible for continued participation.

4. Other Factors in Determining Eligibility – pursuant to 24CFR982.552 and 24CFR982.553

If at any time during the processing of an application it appears there is a question of whether or not an individual or family will be issued a Housing Choice Voucher, the Leasing Administrator, together with the Application Specialist, will review the file for accuracy of computation, go through the check list of required verifications and determine eligibility. Processing and the determination of eligibility will include assuring that:

- 1) The family has no outstanding balance owed from previous program participation, either in DMMHA Programs or with any other Federally subsidized program. If a balance is owed to DMMHA or any other Federally subsidized program, the family will not be determined eligible until the balance is paid in full. Balances paid in full do not necessarily mean the applicant will be determined eligible.

In the event that the applicant owes money to DMMHA, the DMMHA will notify applicants of any outstanding balance owed and allow the applicant 60 days to pay the balance in full. If the applicant fails to repay the balance in full within the 60 day time frame, they will be determined ineligible for assistance and their application for assistance will be denied.

In the event that the applicant owes money to any other Federally subsidized program, the DMMHA will notify the applicant it has been determined that they owe money to another Federally subsidized program and that their application will be denied within 60 days unless the applicant can verify that they have reimbursed the other Federally subsidized program for the full amount due prior to the expiration of those 60 days. In the event that DMMHA is made aware of negative past participation in the other federally subsidized program, in addition to the monies owed, DMMHA may deny the application for Section 8 without providing the applicant the opportunity to re-pay the other federally subsidized program.

Adult household members of a previous head of household that owes money to DMMHA or another federally subsidized program will be held responsible for the monies owed if they were over the age of 18 and a member of the assisted household at the time it was determined that the assisted household owed money to DMMHA or any other federally subsidized program.

The DMMHA will NOT enter into any re-payment agreements with applicants for monies owed.

- 2) The family has not engaged in drug-related criminal activity, violent criminal activity or any other criminal activity. In the event of drug-related criminal activity, violent criminal activity or any other

criminal activity, the DMMHA will deny assistance if the preponderance of evidence indicates that a family household member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

Drug-related criminal activity is the illegal possession, manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use a controlled substance.

Pursuant to federal law, persons evicted from Public Housing, Indian Housing, Section 23, Section 8, or any other Federally Subsidized Program because of drug-related criminal activity are ineligible for admission to the Section 8 Program at the DMMHA for a five-year period beginning on the date of such eviction.

DMMHA may, at their sole discretion, determine persons ineligible for the Section 8 Program for any drug-related criminal activity that occurred within the last three years, regardless of whether or not the activity occurred while the person was on Public Housing, Indian Housing, Section 23, Section 8, or any other Federally Subsidized Program.

The DMMHA will review any record of criminal activity and will determine any applicant and/or family member ineligible if there is reasonable cause to believe that the applicant's activity or pattern of activity may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants.

- 3) The family has not been previously terminated from a DMMHA program or other Federally Subsidized Program for a violation of family obligations or any other program requirements.

Adult household members of a previous head of household that has negative past or current participation with DMMHA or another federally subsidized program will be held responsible for the negative past participation if they were over the age of 18 and a member of the assisted household at the time it was determined that the assisted household was terminated/evicted by DMMHA or any other federally subsidized program.

- 4) The family has not committed fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing program or any other Federally Subsidized Program.

Adult household members of a previous head of household that has negative past or current participation with DMMHA or another federally subsidized program will be held responsible for the negative past participation if they were over the age of 18 and a member of the assisted household at the time it was determined that the assisted household was terminated/evicted by DMMHA or any other federally subsidized program.

- 5) A Housing Authority has not terminated assistance under the Certificate, Voucher, Housing Choice Voucher or Moderate Rehabilitation program for any member of the family or no member of the family has ever been evicted from public housing or any other Federally Subsidized Program.

Adult household members of a previous head of household that has negative past or current participation with DMMHA or another federally subsidized program will be held responsible for the negative past participation if they were over the age of 18 and a member of the assisted household at the time it was determined that the assisted household was terminated/evicted by DMMHA or any other federally subsidized program.

household at the time it was determined that the assisted household was terminated/evicted by DMMHA or any other federally subsidized program.

- 6) The family participating in the family self-sufficiency program has not failed to comply with the family self-sufficiency contract of participation without good cause.
- 7) The family has not engaged in or threatened abusive, harassing or violent behavior toward DMMHA personnel.
- 8) The DMMHA may deny housing assistance for any person if the DMMHA determines that the person's abuse of alcohol interferes with the health and safety of any other individual or right to peaceful enjoyment of any other individual. The DMMHA may deny housing assistance if it determines there is reasonable cause to believe that the head of household or household member, or anyone under the control of the household members has a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol. Examples of alcohol abuse may include but are not limited to history of:
 - a. Police records or court documents within the past three years or
 - b. Child Protective Investigation (CPI) report or verification from a credible agency.
- 9) The family has not provided false or incomplete information or misrepresented themselves at any time throughout the application process.
- 10) DMMHA will deny assistance to applicants who have a history of negative current or past participation in a federally subsidized housing program, regardless of whether or not the applicant was formally evicted from said program.

DMMHA will also deem ineligible:

1. Sex offenders that must register for a life-time
2. Persons convicted for producing methamphetamines on assisted housing property
3. Current illegal drug users
4. Sex offenders that are not required to register for a life-time, but are on the registry at the time of application or have a criminal record that indicates that such activity has occurred.

DMMHA may, at their sole discretion, deem ineligible:

1. Fugitive felons or parole/probation violators
2. Persons fleeing prosecution, custody, confinement after conviction and parole violators
3. Persons who have made false statements regarding alcohol or drug abuse

The Application Specialist will order a criminal history report for all family members 18 years of age and over from the Des Moines Police Department or other local law enforcement agencies. These records will be reviewed to verify family eligibility or ineligibility. The Application Specialist will review any records available for past participation in any federally assisted housing program to verify eligibility or ineligibility.

The DMMHA will review each applicant family on a case-by-case basis and may consider an applicant to

have passed the screening criteria (other than criteria regulated by Housing and Urban Development) if there is sufficient evidence provided by the applicant that they are not currently engaged in or have not, within a reasonable period of time, engaged in any activity that would otherwise result in the applicant being determined ineligible for assistance. Sufficiency of the evidence is at the sole discretion of the DMMHA.

5. Criminal Records Management

Policy for Policy B – 24CFR 960.205 (4) (ii)(as amended) Request for certain household members

The DMMHA may submit a written request to a drug abuse treatment facility only with respect to each proposed household member:

- (A) Whose criminal record indicates prior arrest or conviction for any criminal activity that may be a basis for denial under 24CFR 960.205(as amended); or
- (B) Whose prior tenancy records indicate that the proposed household member:
 - (1) Engaged in the destruction of property
 - (2) Engaged in violent activity against another person; or
 - (3) Interfered with the right to peaceful enjoyment of the premises of other residents.

Records Management and Confidentiality Policy for Information Received from Drug Treatment Facilities and Other Criminal Records Obtained by DMMHA

Any information the DMMHA receives from a drug abuse treatment facility about a person will be maintained confidentially and in accordance with Section 543 of the Public Health Service Act (12 U.S.C. 290dd-2(as amended)).

- 1. Such information will not be misused or improperly disseminated; and
- 2. Will be destroyed as required by Federal Regulations.

6. Social Security Number Disclosure

Those whose members have been issued a Social Security Number (SSN) and have disclosed it to the satisfaction of the DMMHA. Where a SSN has not been assigned, certification to that effect must be executed.

7. Eligibility Restrictions Regarding Non-citizens

As required by HUD, eligibility for assistance or continued assistance under a Section 214 program, such as public housing, is contingent upon a family's submission of documentation either declaring U.S. citizenship or eligible immigration status. The DMMHA requires both current tenants and applicants to submit the required citizenship or eligible immigration documentation for every household member in order to receive or continue to receive housing assistance. Documentation is required of all new admissions at the time an application is processed by the Housing Agency. Whenever a new family member is added, documentation must be provided before the new member can be added to the Dwelling Lease.

DMMHA will comply with HUD regulation 24CFR Part 5, as applicable and as amended, regarding the eligibility for assistance or continued assistance of non-citizens.

When the full application has been completed and all information verified, the Leasing Administrator or his/her designated representative, will review the file and will certify the eligibility or ineligibility of the family. The date of eligibility will be based on the date the application is completed.

8. Notification to Eligible Families

If after completion of the application the family is determined to be eligible, the Application Specialist will notify the family of the future time and date of a Briefing Session, at which they will receive a Housing Choice Voucher, as applicable. At this session a Housing Choice Voucher will be issued.

9. Notification to Ineligible Families

If after completion of the application the family is determined to be ineligible, the Leasing Administrator or his/her designated representative, will prepare and forward a Notice of Ineligibility to the family stating the reason for the ineligibility. The notice also will inform the family that if they do not understand or disagree with the determination, they are entitled to request an informal review of the matter as set out **on page 46 in the Informal Review and Hearings section** of this Plan.

The file will then be placed in the "ineligible applicants" file, in chronological and alphabetical sequence and the Application Specialist will record the date of determination and date of notification on the Registration of Pre-Applications. The files for all applicants determined to be ineligible will be maintained for a minimum of three years.

Additional considerations given in accordance with the Violence Against Women Act of 2005:

The Violence Against Women Act of 2005 provides protections for persons that are victims of domestic violence, dating violence or stalking. The Act covers all victims of domestic violence, dating violence or stalking and is not gender specific.

The Act states that PHA's can not deny admission to otherwise qualified applicants simply because they are, or have been, victims of domestic violence, dating violence or stalking. Therefore, the DMMHA will inform applicants of their right to dispute a denial by certifying that they are a victim of domestic violence, dating violence or stalking.

The certification must include but is not limited to:

- The applicant notifying DMMHA in writing of victim status within fourteen (14) days of the notification of denial of admission.
- The incident must have occurred within thirty (30) days of a denial of admission.
- The domestic violence, dating violence or stalking must be directly related to the reason for denial of admission.
- Applicants must complete the HUD approved certification form to certify victim status.
- Supporting documentation verifying the dates and relation to the reason for the denial will be required.
- Determination of the sufficiency of the verifications is the sole discretion of DMMHA.

If the verifications and certification are acceptable to the DMMHA, the DMMHA will withdraw the denial of admission and continue to process the application for the applicant qualifying as the victim.

If the verifications and certifications are not acceptable, or not submitted to DMMHA within the required time frame, the DMMHA will continue with the denial of admission and inform the applicant of their right to an informal review regarding the denial.

The DMMHA will comply with the confidentiality requirements of the Violence Against Women Act of 2005.

10. Applicant Requests to View Files

Applicants will be permitted to review the contents of their file maintained by DMMHA upon written request. Requests must be received a minimum of ten (10) days prior to the date they wish to review the file. DMMHA will request that the applicant give a reason for the need to view the file. Requests for photocopies of information contained in the file will be billed according to the City of Des Moines fees for copy charges policy. A delay in requesting a file review or copies of file documents will not be grounds for a continuance or reschedule of a hearing or informal review.

11. Continuously Assisted Applicants

An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Housing Choice Voucher Program. DMMHA will determine the eligibility of continuously assisted applicants in the same manner as all other applicants. DMMHA will follow all applicable Housing Choice Voucher requirements regarding the processing of Continuously Assisted Applicants.

F. ISSUANCE OF HOUSING CHOICE VOUCHERS

Applicants determined eligible will be issued a Housing Choice Voucher at the Briefing Session, subject to the following qualifications:

The number of Housing Choice Vouchers issued will not exceed the total number authorized by the U.S. Department of Housing and Urban Development. The Leasing Administrator, will be responsible for supervising the issuance of Housing Choice Vouchers to eligible families.

The number of Housing Choice Vouchers issued must be in a number sufficient to ensure the program allocation remains fully leased. This total will include those families currently in occupancy plus the number of Housing Choice Vouchers issued and which remain outstanding. Housing Choice Vouchers issued to eligible families will be based on the remaining Contract Authority.

Housing Choice Vouchers will be issued in accordance with the lottery or random selection approach. The original signed Housing Choice Voucher will be maintained in the client file.

Families selected to participate in Family Self-Sufficiency will be qualified under the conditions of the Family Self-Sufficiency Action Plan.

FAMILY SHARE OF RENT

In the Housing Choice Voucher Program, the family's subsidy is calculated first. After the family finds a unit to rent, the Total Tenant Payment and Tenant Rent can be calculated. The estimated or maximum housing voucher subsidy is calculated by subtracting 30% of monthly adjusted income from the appropriate payment standard (listing of Payment Standards is attached as Exhibit 7).

The appropriate Payment Standard for the family is the lower of:

1. The payment standard amount for the family unit size; or
2. The payment standard amount for the size of the dwelling unit rented by the family

The family must pay at least 10% of its monthly adjusted income for rent (called the Minimum total Tenant Payment) which will occur only when the rent is less than the payment standard.

In compliance with Federal Regulations 24CFR 982.508 (as amended), at the time of initial occupancy of a dwelling unit by a family under the Housing Choice Voucher Program, and where the gross rent of the unit exceeds the applicable payment standard for the family, the family's share will not exceed 40% of the family's adjusted monthly income.

The determination of adjusted monthly income will be based on verification information received by the DMMHA no earlier than 120 days before the DMMHA issues a voucher to the family.

PAYMENT STANDARDS

The DMMHA's Payment Standards have been established within the basic range of 90% and 110% of the 40th percentile Fair Market Rent (FMR). DMMHA will review the Payment Standards on an annual basis to ensure that the established Payment Standards allow families a reasonable selection of modest, decent, safe, and sanitary housing in a range of neighborhoods in DMMHA's jurisdiction. Should the DMMHA determine that a revision to the Payment Standards is necessary, the revision will be presented to the Governing Board for approval. Revisions to the Payments Standard amounts will be applied to Section 8 participants in accordance with HUD regulations.

MINIMUM RENTS

Tenant rent calculations will be done in accordance with federal regulation. In cases where the total tenant payment is below \$50.00, a minimum total tenant payment of \$50.00 will be implemented.

MINIMUM RENT HARDSHIPS

In case of financial hardship, the family may make a written request to be exempt from the minimum rent requirement.

Hardship claims will be considered when the family has demonstrated through documentation acceptable by DMMHA:

- 1) The family has, through no fault of their own, lost eligibility or is awaiting an eligibility determination for a Federal, State, or Local assistance program.
- 2) The family would be evicted as a result of the imposition of the minimum rent requirement.
- 3) The income of the family has decreased because of changed circumstance, including loss of long-term employment (6 months or longer).
- 4) A death in the family has occurred which resulted in a loss of income

The hardship may not be provided if the hardship is determined by the Agency to be temporary.

Upon receipt of a request for hardship exemption, the minimum rent requirement will be suspended effective the

first day of the month following the receipt of the request until a determination is made whether:

- a. The hardship meets the above criteria
- b. The hardship is temporary or long-term

For the purposes of this section, “temporary” will be defined as a period less than 30 days.

The family must demonstrate to the Agency’s approval, that the financial hardship is of a long-term basis within 90 days of the request for hardship. (The family may not fail to pay minimum rent prior to requesting hardship exemption.)

If the family demonstrates that the financial hardship is of a long-term basis, the Agency will retroactively exempt the family from the minimum rent requirement for the 90-day period.

When the family gains the financial means to pay the rent again, the family will be offered a reasonable repayment agreement to pay back rent owed during the hardship period not to exceed a one year period.

If the Agency determines that the hardship is temporary or does not meet the specified hardship criteria, the family is responsible for all monies due to DMMHA including back payment for minimum rent from the time of suspension. **The family will be offered a reasonable repayment agreement to pay back rent owed during the hardship period not to exceed a one year period.**

AMOUNT OF HOUSING ASSISTANCE PAYMENT

The amount of monthly housing assistance payment that the DMMHA will pay on behalf of the family will be equal to the lesser of:

1. The payment standard for the family minus the total tenant payment; or
2. The gross rent minus the total tenant payment.

A Housing Assistance Payments schedule has been established to ensure that checks will be mailed at the beginning of each month. Owner requests for late fees, up to a maximum of \$5 per month, must be made in writing to the Accounting Manager, within the first 10 calendar days of the month. The Housing Agency will not be responsible for late fees for days in which the Housing Agency is not open for business.

An appointment time and date will be made for the family to attend a Briefing Session at which time they will be issued a Housing Choice Voucher. Two copies of a Housing Choice Voucher document will be prepared, indicating the name of the family head, the Housing Choice Voucher Number, the bedroom size required per unit size standards section of this plan, the family contribution, and the expiration date of the Housing Choice Voucher (sixty days from the date of issuance.) Both copies of the Housing Choice Voucher must be signed by the family head of household and the Leasing Administrator or his/her designated representative. At the Briefing Session, one copy will be given to the family head of household, the second will be placed in the family pre-application file. If the family fails to attend the briefing session after two scheduled appointments, the application will be retired and the family's name removed from the waiting list. A register of Issued Housing Choice Vouchers will be maintained.

A Housing Choice Voucher issued to an applicant will be in effect for a term of sixty days from the date of issuance

and will expire after the sixty-day term.

If the family is unable to find an acceptable unit within the specified 60-day term, the family may request an extension for an additional 60 days.

- a. The request must be made in writing prior to the expiration date of the Housing Choice Voucher and submitted to DMMHA before the close of business day.
- b. Documentation supporting the request must be submitted, including a progress report listing what contacts were made to find housing. At least 5 contacts must be submitted on the Agency's "Record of Search for Housing" form. Such form will be included in the family briefing packet.

The family may request an extension for an additional 30 days if: (total of 90 days extension)

1. The family is requiring a three **or four** bedroom **or higher** dwelling unit, **or** requires a barrier-free or handicapped **accessible** housing, **or is a person with a disability that is having a difficult time locating housing as a result of such disability. Reasonable Accommodations Procedures will apply in instances involving extension requests as a result of a disability.**
2. The request must be made in writing prior to the expiration date of the first extension.
3. Documentation supporting the request must be submitted, including a Record of Search for Housing listing what contacts were made to find suitable housing.

The same Housing Choice Voucher number will be assigned for extensions. The Housing Choice Voucher holder will be advised that an extension of the Housing Choice Voucher expiration date is not automatic and may be granted solely at the discretion of the DMMHA. Should the family fail to locate adequate housing within the Housing Choice Voucher period, the Housing Choice Voucher will expire and the application will be withdrawn (retired).

Suspension of Search Time:

The DMMHA will suspend the housing choice voucher term if the family has submitted a request for tenancy approval during the voucher term. "Suspension" means stopping the clock on a family's voucher term when a family submits the request for tenancy approval until the time the PHA approves or denies the request, or the owner and family agree to mutual rescind the request for tenancy approval. This suspension of time is also called "tolling". Search time will be extended for a request for tenancy approval that is denied by DMMHA by calculating the days from the date the request for tenancy approval was received by DMMHA to the date that DMMHA denies the request or the owner and family agree to mutually rescind the request for tenancy approval. Those "processing" days will be added to the current voucher expiration date to determine the new voucher expiration date.

Should an extension not be authorized and the Housing Choice Voucher be permitted to expire, the family may reapply for program assistance only by completing a new application when the waiting list is open. The family will be placed on the waiting list in accordance with the Random Lottery System processing and will be considered a new applicant.

In those instances where an applicant has refused a Housing Choice Voucher, the applicant will be removed from the Section 8 waiting list and the application retired.

The issuance of a Housing Choice Voucher may be denied, deferred or terminated as the result of not meeting eligibility requirements.

Subsidy Standards

The Subsidy Standards establish the maximum rent subsidy for which the family is eligible. The Subsidy Standards will be used to determine the number of bedrooms on the Housing Choice Voucher.

- a. The Subsidy Standards shall assure that Housing Standards applicable to adequate space and security is met. That standard specifies there must be at least one bedroom or living/sleeping room of appropriate size for each two persons.
- b. The Subsidy Standards will not prohibit an applicant family from renting a dwelling unit with fewer bedrooms than the number stated on the Housing Choice Voucher.
- c. Housing Choice Voucher size will be determined so that it will not be necessary for persons of opposite gender (other than married couples) to share a bedroom. Two children of the same gender will be required to share a bedroom unless there is five numerical years difference in age. Children of the same gender that are not five numerical years apart will be required to share a bedroom until such time as the oldest child turns 18 years of age. Children of the opposite gender shall be required to share a bedroom until such time as the oldest child turns 3 years of age. Children shall generally not be required to share a bedroom with a parent; however, one very young child may share a bedroom with one parent at the request of the family. A parent must have physical custody of a child under the age of 18 for at least 50% (183 days or more) of the time for the DMMHA to consider the child as a member of the family. Students living out of town, but living in the assisted unit for a minimum of three months per year, will be considered a family member. Foster children shall be considered in determining dwelling unit size. No Housing Choice Voucher unit size assignments will be made which require use of the living room for sleeping purposes.

DMMHA will honor court ordered custody arrangements and may honor a notarized affidavit from one biological parent of a child when determining eligibility of other family members under the age of 18 being added to the household (for example – grandmother obtaining custody of grand child, sister obtaining custody of niece or nephew, etc.).

Persons who reside in the home at least 50% (183 days or more) of the year will be considered for the purposes of determining the number of bedrooms for family eligibility (i.e. **students**, joint custody of minors). No child may be on more than one lease.

A child who is temporarily away from the home because of placement in court ordered foster care or the Department of Human Services' Children in Need of Assistance (CINA) Program, is considered a member of the family, provided that there is evidence acceptable to DMMHA that such child will be returning to the home within 180 consecutive calendar days. **A family member age 18 or older who is temporarily out of the unit will not be counted as a family member at initial entry or relocation. The family member will be added in accordance with the "Add Family Member" procedures of DMMHA. A family member age 18 or older who is temporarily out of the unit during occupancy, will be considered temporarily absent provided that there is evidence acceptable to DMMHA that such child will be returning to the home within 180 consecutive calendar days.** DMMHA defines "temporarily absent" as an absence of not more than 180 consecutive calendar days.

Live-in aides and the effect on subsidy standards: At initial entry or relocation, the family will not be eligible for an additional bedroom for the live-in aide until such time as the live-in aide has been identified by the family and approved by DMMHA. The Housing Choice Voucher size will be changed upon approval of DMMHA only if the approval occurs prior to the effective date of the Housing Assistance Payments Contract (HAP). If the approval of DMMHA occurs AFTER the effective date of initial occupancy or the effective date of relocation the Housing Choice Voucher size will be changed at the family’s next annual re-examination.

A family in occupancy that now requires and is approved for a live-in aid will have the Housing Choice Voucher size changed at the family’s next annual re-examination.

During occupancy, a family that has had a live-in aide but is in the process of changing live-in aides “between live-in aides” will be permitted to maintain the additional voucher subsidy until their next annual re-examination.

d. The following standards will determine the number of bedrooms:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
0	1	1
1	1	3
2	2	5
3	3	7
4	6	9
5	8	11+

In instances of issuance of the Housing Choice Voucher in which there are two related, but unmarried adult (age 18 or older) family members, each of those two members will be authorized a separate bedroom.

An unborn child will be counted as a person for the purpose of determining the number of bedrooms for family eligibility.

A child who is temporarily away from the home because of placement in court ordered foster care or under the supervision of the Department of Human Services’ Children in Need of Assistance Program (CINA) is considered a member of the family, provided that there is evidence acceptable to DMMHA that such child will be returning to the home within 180 consecutive calendar days.

The criteria and standards prescribed within apply to all families applying for housing; however, reasonable exceptions to the standards listed above may be made in emergency situations, and in some cases, relationship, age, gender, health, or disability of family members may warrant assignment of a larger or smaller unit by DMMHA staff or at the request of the applicant family. Written approval of such cases will be made by the **Director Occupancy & Program Enforcement Administrator**, or his/her designee **for families in occupancy and the Leasing Administrator, or his/her designee for applicant families.**

The necessity for an exception to Subsidy Standards must be verified and documented. Requests for exceptions to Subsidy Standards must be in writing, presented to the Leasing Administrator/Occupancy and Program Enforcement Administrator within ten days of the DMMHA’s determination of appropriate unit size. The granting of an exception shall be at the discretion of the DMMHA.

If a request for an exception to the Subsidy Standards is made, the Housing Choice Voucher will not be permitted to expire while the request is being considered. The Housing Choice Voucher will be automatically extended by the number of days involved in reaching a decision on the request for exception.

G. BRIEFING SESSIONS, SELECTION OF HOUSING AND LEASE APPROVAL

1. Briefing Sessions

The briefing session constitutes the most important function in the program participation process. Prior to an individual or family being issued a Housing Choice Voucher, they must be fully informed of their program responsibilities, obligations and rights; they must have sufficient information to be able to discuss the program with an owner; they must be informed of the Housing Standards to be met when searching for a dwelling, and they must be informed of the DMMHA policies.

Briefing sessions will be planned and scheduled to accommodate the prospective Housing Choice Voucher holders in either individual or group briefings. The DMMHA will provide an informational packet containing all information and notices as required by HUD Regulations, 24 CFR. 982.301 (as amended).

Eligible individuals or families will be provided with a list of any appropriate size housing units made known as available to the DMMHA and will be shown a map of Polk County in order to relate housing units to search areas. Families will be provided the opportunity to ask questions about any aspect of the program not understood. The initial sixty-day term for Housing Choice Vouchers will be explained, as will the type of assistance available from the DMMHA. In instances of disabled or other special needs applicants, coordination with appropriate agencies will be an integral part of the on-going assistance provided to families. To the extent possible, assistance will be individualized to meet these and other special needs.

Once the tenant has selected a landlord, the DMMHA will provide said landlords, upon request the family's current address, the name and address of the landlord at the family's current and prior address, if known. The family will be notified of DMMHA policy on providing information to owners.

If the family does not attend the Briefing session and contacts DMMHA within 24 hours **before or after** of the date of the briefing, the appointment will be rescheduled. If the family fails to attend the second scheduled appointment, the application will be retired.

2. Selection of Housing and Lease Approval

Housing Choice Voucher holders will be responsible for locating a suitable dwelling of their choice. When a family has located a dwelling it wishes to lease, and should the owner be willing to participate in the program, the Housing Case Managers will review each of the forms submitted to verify the following:

- The Request for Tenancy Approval along with all required information is completed.
- The rental amount requested plus the allowance for family paid utilities does not make the tenants portion of rent more than 40% of their adjusted income.
- The bedroom size is applicable and/or appropriate in accordance with the Subsidy Standards Policy.
- The amount of security deposit established by the property owner, in no instance exceeds one month's contract rent or is higher than for that for unassisted tenants.
- The requested Contract Rent meets Rent Reasonableness requirements.

DMMHA will only accept lease terms that are one-year in duration and begin on the first day of the month after all

relevant Section 8 Housing Choice Voucher requirements are met. **After the initial lease term, the lease shall continue on a month to month basis unless a new lease is signed.** In instances involving Public Housing residents receiving Section 8 Housing Choice Vouchers as a result of the DMMHA Public Housing Disposition Program, the DMMHA may, at its sole discretion, make an exception to the start date of the lease term under the Section 8 Housing Choice Voucher Program **to coordinate with the closing date of the sale of the Public Housing Unit.** The DMMHA, may, at its sole discretion make an exception to the start date of the lease term in instances where relocation is determined necessary under the protections of the Violence Against Women Act **and, at its sole discretion, make an exception to the start of the lease term for participants in the Veteran's Administrative Supportive Housing Program (VASH).**

DMMHA will not provide assistance for a family that owns a manufactured home and only wishes to lease the space on which the home is placed.

Upon the family submitting a Request for Tenancy Approval, the Case Manager will monitor the number of days remaining on the Housing Choice Voucher. If the dwelling unit fails to pass inspection, the property owner withdraws his request, or the client does not qualify for the unit due to the 40% affordability cap, the number of days involved in the processing will not be counted towards the initial sixty days as noted on the Housing Choice Voucher. A revised expiration date will be issued.

Only one Request for Tenancy Approval at a time can be submitted by the family. Should the family and/or the owner decide they no longer wish to enter into a dwelling lease agreement after a Request for Tenancy Approval has been submitted to the Agency, a Mutual Rescission of the Request for Tenancy Approval must be obtained from the Agency and signed by both parties. Failure to comply with this requirement could result in the expiration of the Housing Choice Voucher.

Entry inspections will be conducted within 3 weeks of receipt of a Request for Tenancy Approval. If the dwelling unit fails, repairs must be completed as soon as possible but no later than 30 days from the dated of the initial inspection. When the repairs have been completed, the owner must notify the Agency so a re-inspection can be scheduled.

If repairs are not made to the Agency's standard within 30 days, the Housing Choice Voucher expiration date will be adjusted. **and a new Request for Tenancy Approval must be submitted.** The family may choose to locate another housing unit **and submit a new Request for Tenancy Approval.**

OWNER SCREENING

Ownership of property will be verified prior to entering the program. Verification of ownership, including articles of incorporation and partnership agreements, will be submitted along with the Request for Tenancy Approvals. Owners must have a current City Rental Inspection Certificate, **when such a certificate is required by the City in which the unit is located.**

Owners must comply at all times with all Federal regulations governing the Section 8 programs.

In addition, screening of Owners will include the following:

1. The owner has not violated obligations under a housing assistance payments contract under Section 8 of the 1937 Housing Act.
2. Within the last five years, the owner has not committed fraud, bribery or any other corrupt or criminal act in

connection with any federal housing program and has not engaged in drug-related criminal activity or any violent criminal activity. DMMHA reserves the right to verify the owner's history with all available law enforcement authorities.

3. The owner does not have a history or practice of renting units that fail to meet state or local housing codes. DMMHA staff will check owners and property for compliance with local housing codes.
4. The owner does not have real estate taxes, fines, **or** assessments **or inspection fees** delinquent on the property submitted for participation. Staff will verify with local tax office, **Housing Code Enforcement**, and/or the Polk County Assessor and the Polk County Court.
5. The owner does not have a history or practice of non-compliance with HQS. Owners will be denied if DMMHA records verify the termination of three (3) previous HAP contracts, within the last calendar year due to owner non-compliance.
6. The HA must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HA determines that approving the unit would provide a reasonable accommodation for a family member who is a person with disabilities.
7. The owner does not have a history or practice of failing to terminate tenancy of tenants of assisted units under Section 8 or any other federally assisted housing program for activities engaged in by the tenant, any member of the household, a guest or another person under the control for serious or repeated violations of the lease agreement. Owners with a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for reasons mentioned previously, will be deemed ineligible and the RFTA will be denied.
8. The owner does not have a history or practice of refusing or failing to comply with DMMHA's requirement to enforce the lease agreement.
9. The owner does not have a history or practice of non-compliance with the Violence Against Women Act of 2005.
10. The Owner does not owe DMMHA any money from previous HAP overpayments or for any other reason.

All of the above will be confirmed before approval of Request for Tenancy Approval. Additionally, the owner(s) will sign a Landlord Certification document. If the property owner is denied participation in the program, the owner and family will receive written notification.

If all of the required and submitted forms are acceptable, the Housing Inspector or Administrative Secretary, at the direction of the Housing Case Managers, will contact the owner to make arrangements to inspect the dwelling. This inspection will be conducted to verify compliance with Housing Quality Standards, some of which are included on Page 26 of this plan.

The Housing Case Managers will ensure understanding on the part of the owner that a Housing Assistance Payment Contract will not be executed until the DMMHA has determined that the property, Request for Tenancy Approval and other required documents meet all requirements for the program.

Utility Allowances, as set forth on the Request for Tenancy Approval, will be verified as correct. The owner will then be briefed on his/her responsibility to the resident and to the program in general. Informational meetings will

be periodically conducted by staff for property owners.

Should the dwelling be rejected, the reasons for the rejection will be outlined for the owner in a written report. The owner will be given a maximum of thirty days from the date of notification or prior to the expiration date of the Housing Choice Voucher, whichever date occurs first, to correct the deficiencies. If the deficiencies are corrected, the dwelling will be re-inspected for compliance.

Should the dwelling be approved by the Housing Inspector, the Case Managers or other appropriate staff member will complete the Computation of Housing Assistance Payment, entering the amount of the Contract Rent, the Housing Assistance Payment and the family portion on the Housing Assistance Payment Contract and the Dwelling Rental Agreement.

The Leasing Administrator or designated representative will execute all copies of all required forms, with one copy of each being returned to the owner. The Addendum to the Lease, will be given to the family together with a copy of the executed Lease. The family file will contain all executed documents.

When an individual or family has been placed in occupancy and the file has been completed, the completed file will be placed in a separate cabinet containing the files of families placed in occupancy.

The "Families in Occupancy" files will be kept in alphabetical sequence. The Leasing Administrator or designee will check monthly to ensure that the number of outstanding Housing Choice Vouchers issued, plus those held by families in occupancy total, but do not exceed the authorized allocations of housing units.

A report, setting forth the family name, Housing Choice Voucher number, and effective date of lease will be prepared and maintained. This report will be utilized for establishing and controlling dates for annual reexamination and for providing a basis for the monitoring of program allocation versus families in occupancy and Housing Choice Vouchers outstanding.

Disapproval of Request for Tenancy Approval and Leases

The DMMHA reserves the right to deny a Request for Tenancy Approval should the form be incomplete or contain false statements. A Request for Tenancy Approval may also be denied if the unit fails to meet HQS. In the event that the presence of Lead Based Paint is detected during an entry inspection, the Section 8 client/applicant may request a new Request for Tenancy Approval after giving written notice to the owner and DMMHA within 5 days of receipt of the inspection results to advise that they no longer wish to enter into a lease for that unit.

If DMMHA determines that a proposed lease, the dwelling unit or the contract rent, cannot be approved for any reason, the Case Manager will notify the property owner and family in writing. A copy of this notice will be maintained in the family's file with the Request for Tenancy Approval.

Special Housing Types

The DMMHA will allow participating households to use their housing choice voucher program assistance in two specialized housing types: Shared Housing and Congregate Housing. Each of these special housing types is targeted to households with **particular special** needs, **as determined by DMMHA**. The DMMHA may, at its sole discretion, limit the number of participants in each of the special housing types. DMMHA will follow regulations established by the U.S. Department of Housing and Urban Developments with regard to tenant and unit eligibility in the special housing types.

a. Shared Housing

Shared Housing is a single housing unit occupied by an assisted family and another resident or residents. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family. An assisted family may share a unit with other persons assisted under the Housing Choice Voucher Program, or with other unassisted persons.

The owner of a shared housing unit may reside in the unit, but the housing assistance may not be paid on behalf of the owner. The resident owner may not be related by blood or marriage to the assisted family. If approved by the DMMHA, a live-in aide may reside with the family to care for a person with disabilities.

b. Congregate Housing

Congregate Housing is intended for use by elderly persons or persons with disabilities. It contains a shared central kitchen and dining area and a private living area for the individual household of at least a living room, bedroom and bathroom. Licensed food service for residents must be provided.

Elderly persons or persons with disabilities may live in congregate facilities. With DMMHA approval a live-in aide may live in the congregate unit with a person with disabilities or an elderly person.

VETERAN'S ADMINISTRATION SUPPORTIVE HOUSING (VASH)

The VASH Program is a partnership between the DMMHA and the Veteran's Administration Medical Center (VAMC) to provide rental assistance for homeless veterans. The DMMHA will administer the VASH program in accordance with federal regulations, as amended.

In the event that the VAMC case management staff determines that a VASH participant no longer requires case management, the DMMHA will not offer the family continued Housing Choice Voucher assistance through one of its regular vouchers to free up the VASH voucher for another eligible family referred by the VAMC. The DMMHA will encourage VASH participants to apply for the Housing Choice Voucher program when the waiting list is open.

ENHANCED VOUCHERS:

Enhanced Voucher Requirements for Over-housed Families

The DMMHA will administer Enhanced Vouchers for over-housed families in accordance with PIH Notice 2008-12, as amended.

Upon determination that an enhanced voucher participant has become over-housed, the DMMHA will require that the family residing in the oversized unit move to an appropriate sized unit within 60 days from the date the appropriate sized unit comes available in the project. In the event that the family does not move to the appropriate sized unit within the 60 day time-frame, the family will no longer continue to receive Enhanced Voucher assistance and the subsidy calculation will be based on the gross rent for the appropriate sized unit.

If there are more over-housed families than the number of available appropriate size units at any given time, the DMMHA will require over-housed families to move according to the length of time the family had been living in the over-housed unit, starting with the family over-housed for the longest period of time first and working towards the family with the shortest time over-housed.

H. RENT REASONABLENESS

The Agency has partnered with GoSection8.com for rent reasonableness testing. GoSection8.com is a web-based program that maintains an up to date listing of comparability data on a monthly basis. Property owners can list vacant units at no charge. When a vacant unit is rented to a non-subsidized tenant, the information regarding the unit is automatically transferred to the rent comparability section of the web-site. Agency staff enter information on the proposed Section 8 unit as stated on the Request for Tenancy Approval and the GoSection8.com system locates three comparables based on the data in the system.

All initial Contract Rents and requests for increases in Contract Rent will be tested to ensure they do not exceed rents of comparable unassisted units based on the results of the most recent study. "Comparable" will be defined as units of similar size, age, structure type, and amenities located in the same US Census Tract. The DMMHA may, at its sole discretion, compare units in a neighboring US Census tract if there are no comparable unassisted units for the property in the same US Census Tract.

Owner's requesting a rent increase must request the increase in writing at least 60 days prior to the desired effective date of the increase. DMMHA defines 60 days as two full calendar months.

The rent reasonableness test will also be applied at time of annual re-certification if there is a 5% decrease in the published Fair Market Rents in effect 60 days before the anniversary of the HAP Contract.

A copy of the Rent Reasonableness test form will be maintained in the client file.

I. UTILITY REIMBURSEMENTS

Any allowance for utilities will be deducted from the total tenant payment to determine tenant rent. When the utility allowance exceeds the total tenant payment, a utility reimbursement will be issued to assist the family in paying utilities. Any utility reimbursement due to the family will be credited to their account with the appropriate utility company, provided the family furnishes their account number to the Housing Agency upon request. Utility Allowance Schedules – Exhibit 6. Families eligible to receive a utility reimbursement will be required to submit their utility account number to their Housing Case Manager.

J. HOUSING STANDARDS

The DMMHA requires all dwelling units approved and continuing in the program to meet any applicable city housing codes; HQS as set out by the U.S. Department of Housing and Urban Development, Exhibit 3, Owner's Manual and the following additional requirements:

1. GFI outlets must be working properly where present. Floor mounted outlets are not acceptable in bathrooms or kitchens.
2. All fuel-burning furnaces, boilers and other central heating equipment shall be certified at the sole discretion of the housing inspector or upon request by the DMMHA. The written certification should be signed by a licensed service technician and indicate that at the time of service the equipment is safe and operating properly.
3. Dwelling units shall have screens for all openable windows and screens for exterior storm doors, if so designed. If the dwelling unit is designed to include storm windows, they must be present and working as

designed. Enclosed porches with multiple windows must have at least two openable windows with screens for cross ventilation.

4. Smoke detectors shall be installed close to bedrooms on all levels, to include basements and accessible attics, or where otherwise required by the DMMHA or applicable local codes, for tenant safety. Smoke detectors should be checked periodically to assure proper functioning.
5. Rooms that do not meet proper egress requirements will not be allowed to be used as sleeping rooms.
6. The storage of combustible, hazardous and/or flammable material and equipment is prohibited inside dwelling units (including basements)
7. The use of double key dead bolt locks on doors used for egress is prohibited.
8. All gas dryers must be properly vented to the exterior of the unit and/or building
9. If window security bars or security screens are present on emergency exit window(s), they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.
10. If the inspection of the dwelling unit reflects tenant damage to the unit, the family will be notified of the corrective action required. If they fail to correct the violation(s) upon re-inspection, termination of assistance will begin. This will require, in some cases, notification to both the owner and the family and will require the inspectors to assign responsibility for the correction of the violation. Staff will recommend that the owner serve a notice to cure for lease violations.

Inspection Extension Requests

Extensions to deadlines for the correction of HQS violations may be granted at Agency discretion. All inspection extension requests must be submitted in writing prior to the scheduled inspection date or the request will not be considered. No extension requests will be granted for those violations that present an immediate health or safety hazard. In the event that a re-inspection that has been granted an extension fails, the abatement of the HAP check will be retroactive back to the original re-inspection date.

Seasonal Extensions

Between October 15 and April 1, exterior work, that doesn't constitute an immediate safety or health hazard, can be granted a seasonal extension due to inclement weather, at the discretion of the housing inspector. A follow-up inspection will be scheduled for June 1. All corrections must be made prior to the follow-up re-inspection date. Additional extensions for seasonal work will not be granted. If corrections are not made prior to re-inspection, the HAP check will be immediately abated and will not be recoverable from either DMMHA or the tenant. If no corrective action is taken after the abatement, the housing assistance payments contract for this unit will be terminated.

Quality Control Inspections

HUD requires a HA supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in

application of HQS.

The units sampled must include only units that have been inspected within the preceding 3 months. The selected sample will include:

1. Each type of inspection (initial and annual)
2. Inspections completed by each inspector
3. Units from a cross-section of neighborhoods

Applicable Local Codes

Where City Housing Code inspections are required, the City's Certificate of Inspection must be current and so demonstrated before a Housing Assistance Payment Contract and Assisted Lease Agreement can be executed by DMMHA. If DMMHA receives HUD approval for a variance to HQS requirements, a current rental occupancy permit from the City of Des Moines may be accepted in lieu of an Initial HQS inspection (at time of Housing Assistance Payment execution) for properties located within the City of Des Moines. To continue participation in the program, the unit and/or building must continue in compliance with both standards. Failure to comply with city code and HQS could lead to abatement and termination of HAP contract. If, in the opinion of DMMHA, there is a conflict between HQS and City Housing Code, the more stringent standards shall apply.

Lead Based Paint

All inspection procedures involving defective paint will be in accordance with Federal Regulations 24 CFR Part 35 (as amended) and applicable State and local laws regarding lead based paint.

A visual assessment of deteriorated paint will be conducted at the time of inspection if the unit was built prior to 1978 and children under the age of 6 will be occupying the unit. This requirement applies to all painted surfaces (building components)- all interior and exterior surfaces of the unit and any components associated with the unit (i.e., apartment building, common halls, playground equipment, common areas).

Above de minimis level: all deteriorated paint surfaces more than 2 sq. ft. in any interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim), or more than 20 sq. ft. on the building exterior. The deteriorated paint must be stabilized (corrected) in accordance with lead safe work practice requirements set by HUD and clearance testing is required. If owner of a unit is required to correct any deteriorated paint above de minimis levels, the owner must submit a Lead Based Paint Owner Certification and the workers performing the repairs must be trained and certified in lead safe work practices and provide a copy of certification prior to re-inspection.

Below de minimis level: If deteriorated paint surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Stabilization means removal of deteriorated paint, repair of substrate, and application of a new protective coating or paint. Clearance testing is not required if deteriorated paint is found to be below de minimis levels.

In the event that a unit fails a lead base paint clearance testing, DMMHA will not deem the unit eligible for participation in the Section 8 program by any family until the property owner can provide verification that the unit has passed clearance testing.

Emergencies

The following are examples of Housing Standards violations, which will be considered emergency violations and will require immediate attention:

- 1) Loss of utilities - electric, water, gas
- 2) Loss of hot water or heat
- 3) Severe water or sewer line breaks
- 4) Electrical shorts
- 5) Gas leaks
- 6) Missing or non-functioning range (microwave acceptable substitute-tenant preference) or refrigerator
- 7) Sewer backup
- 8) Major Water leaks
- 9) Any structural collapse
- 10) Disconnected exhaust vents for water heater or heating equipment
- 11) No security
- 12) Presence of hazardous chemicals
- 13) Obvious fire hazards
- 14) Units must have at least one working smoke detector at each level of unit
- 15) Units must have at least one working/operational toilet at all times

If emergency violations are cited Property owners and tenants will be notified by telephone, if possible, and by providing a copy of the inspection report at the time of inspection. A copy of the inspection report will be mailed to the owner the next business day. Failure of the property owner or tenant to complete repairs in a 24-hour period will result in abatement of the housing assistance payment and/or termination of the Housing Assistance Payments contract or termination from the program.

Upon notification to DMMHA, the family and owner will be notified that utilities must be reconnected within 24 hours. After re-inspection, the family and owner will be notified of termination of assistance if utilities are not reconnected. Family/owner supplied appliances would be handled the same. If family responsibility, the property owner would be notified that a lease violation notice should be served. An extension for re-inspections of tenant-caused violations could be granted upon request and proof of diligent effort.

BEDROOM STANDARDS

For the purpose of applying the appropriate payment standard, the following standards will be applied when determining the number of bedrooms in a unit:

Room must have been originally designed to be a bedroom or remodeled to now be a bedroom. Newly remodeled rooms must comply with current building codes.

Existing Bedrooms:

Design - No walk-through or tandem rooms shall be considered a bedroom

Size - Minimum of 70 square feet (excluding closet) with at least a 7 foot high ceiling

Windows - Minimum of 1 openable window for egress with screens and or storms (window must be adequately sized for egress)

Doors – Entry door required for units with 2 or more bedrooms

Heat - By-pass heat may be acceptable, however, room must maintain 68 degrees temperature 18” above floor level (No furnace or water heater is allowed in bedroom)

Flooring - Room must have finished flooring, i.e., vinyl, vct, carpet, hardwood, etc. (No unfinished flooring allowed)

Ceiling- Room must have finished ceiling (plaster, drywall, suspended ceiling, etc)

Electricity - Minimum of 1 outlet

Lighting - One permanent working light or 2 electrical outlets are required

New Construction and Newly added bedrooms:

Design - No walk-through or tandem rooms shall be considered a bedroom

Size - Minimum of 70 square feet (excluding closet) with at least a 7 foot high ceiling

Windows - Minimum of 1 openable egress window with screens and or storms

Doors - Entry door required at all bedrooms

Heat - Forced air heat register or baseboard/radiant heat required (By-pass heat is not acceptable)

Walls – Must be finished and painted

Flooring - Room must have finished flooring, i.e., vinyl, vct, carpet, hardwood, etc. (No unfinished flooring allowed)

Ceiling- Room must have finished ceiling (plaster, drywall, suspended ceiling, etc)

Electricity - Minimum of 1 outlet

Lighting - One permanent working light or 2 electrical outlets are required

For the purposes of this section, all new construction and remodeled units must be in compliance with all applicable codes. Owners must consult with local Building Department and pull all applicable building permits.

K. ANNUAL INSPECTIONS

An inspection of each occupied dwelling under Housing Assistance Payment contract within either of the programs will be conducted annually. The purpose for this inspection will be to ensure that the owner and tenant are maintaining the dwelling unit in compliance with Housing Standards and to ensure the DMMHA is not compromised with respect to the requirement by State Statute and City of Des Moines Ordinance for the owner to maintain a current and valid Certificate of Occupancy pertinent to the dwelling. The annual inspections will be conducted prior to, or simultaneously with, the annual re-examination.

The Housing Inspector will be responsible for the scheduling of appointments. Each family due for an inspection of its dwelling unit will be contacted by telephone or by letter in order to schedule an appointment for the inspection. Reasonable notice of the inspection will be given. The re-scheduling of inspections by owner or tenant will only be allowed for extenuating circumstances. Requests to have an inspection rescheduled will require a written request to the Housing Case Manager which must be accompanied by documentation verifying the circumstances. The Housing Inspector will advise the owner and tenant in writing if the request for a rescheduled inspection has been granted.

If a family refuses to make arrangements for an appointment or fails to keep a scheduled appointment, termination of assistance will occur.

The Housing Inspector will ensure that a dwelling unit inspection is completed using the appropriate Dwelling Unit Inspection Report form.

In the event of a violation, the Housing Inspector will cause the violation to be recorded in letter form, notifying the owner of the violation and providing the owner with a reasonable length of time in which to correct the violation. The Housing Inspector will arrange to return to the dwelling for a re-inspection on the day the repair is scheduled to be completed. If the repair is not completed, or if the Housing Inspector is unable to gain access to the unit to verify the repairs have been completed, the Housing Inspector, will notify the owner and the family that the Housing Assistance Payments will be either withheld or abated, as applicable, and will not be resumed until the violation is corrected. All action regarding abatement will be documented, placed in the family file and retained for at least three years.

If after the withholding or abatement of the Housing Assistance Payments, the owner notifies the Programs Administrator, or designated representative, that the violation has been corrected, the Housing Inspector will perform a follow-up inspection to confirm completion. Housing Assistance Payments, at the direction of the Programs Administrator, will then be resumed when the repair, replacement or corrective action has been verified by the Housing Inspector as completed. If the owner fails or refuses to complete the necessary repairs prior to the renewal date of the HAP contract or within 28 days from the date that the Housing Assistance Payment was placed on abatement, the Housing Assistance Payments Contract may then be terminated.

If termination occurs, the family will be issued another Housing Choice Voucher for the purpose of locating another suitable dwelling provided there are no tenant or program violations.

If the inspection of the dwelling units reflects tenant damage to the unit, the family will be notified by letter of their responsibility to correct these violations, the corrective actions to be taken and the date of re-inspection. The owner will also receive a copy and will be advised that a Notice to Cure should be served to the family.

The family will also be notified that if they fail to correct these violations within the designated time period, upon reinspection by the inspector, housing assistance will be terminated.

L. PORTABILITY OF HOUSING CHOICE VOUCHERS

The purpose of portability is to provide an opportunity to the participant to transfer to other Housing Authorities (HA's) eligibility for portability requires the following:

- 1) The head of household or spouse lived in jurisdiction of DMMHA, at the time when they submitted an application and holds a current Housing Voucher or if the family is a current participant. Applicants who were not residents in DMMHA jurisdiction at the time they applied do not have a right to portability (during the first year).
- 2) **The family must notify DMMHA of where it wants to move, in writing, at least thirty days in advance and completes a Portability Request form with the Case Manager responsible for portability. The family must present their *written* request to their Occupancy Case Manager indicating they would like to exercise portability and transfer their assistance to another jurisdiction. The request must include the name and address of the Housing Authority to which the tenant wants to transfer. The NAHRO Directory of Local Agencies is available for client use.**
- 3) **The family must complete a Portability Request form with the Portability Case Manager.**
- 4) Current participant(s) wishing to use portability must meet the requirements listed under the "Moves After Initial Occupancy" section of this plan.
- 5) **The family may move more than once under portability but this will be limited to once in any twelve month period.**
- 6) **The family must give their current landlord at least a thirty day notice or mutually terminate the lease with the owner prior to moving out of the current unit.**
- 7) Repayment of any monies owed DMMHA is required prior to approval of tenant's portability request.
- 8) Families participating in the Family Self-Sufficiency program will have additional considerations as outlined in the Family Self-Sufficiency Action Plan.

Procedures: DMMHA must contact the HA in the new area (Receiving HA). The Receiving HA can either administer the Voucher of the initial HA and bill that HA or the Receiving HA can release the voucher of the initial HA and issue one of its own.

If the Receiving HA is willing to administer the Housing assistance, DMMHA shall notify the Receiving HA to expect the family and will verify:

- 1) The family meets the income eligibility requirements for admission to the receiving HA's program.

- 2) The family submits a Request for Tenancy Approval by the date specified by the DMMHA.
- 3) If the family ceases to be a current participant. (Family is terminated or the Receiving HA absorbs the family into its own program.)

The Receiving HA performs all of the normal Administrative functions including:

1. Request for Tenancy Approval.
2. Notification to DMMHA if family fails to submit a Request for Tenancy Approval by the date specified by the DMMHA.
3. Annual recertification of income.
4. Annual inspection of the unit.

Billing: The Receiving HA will bill DMMHA for the housing assistance payments on behalf of the family. The Receiving HA will bill DMMHA for 80% of the initial HA's administrative fee (unless it provides assistance under its own program).

DMMHA will follow applicable HUD Regulations when it is asked to be a Receiving HA.

The DMMHA Accounting Division will handle all billing procedures which are contained in Exhibit 4.

The DMMHA will, in its sole discretion, determine whether or not it will absorb into its program allocation all Portable Housing Choice Vouchers based on current voucher utilization.

DMMHA may prohibit any family from using portability if the receiving PHA has a payment standard equal to or greater than our payment standard for the clients approved Voucher size and/or the client's anticipated HAP amount will be greater than DMMHA's current Per Unit Cost.

The Case Manager responsible for portability will receive the portability request from the transferring housing authority. The Case Manager will schedule a briefing session with the incoming family and will send notification to the initial HA when the family leases up or the voucher expires. The Case Manager will complete family portable information billing form 52665 to the transferring HA and will send HUD Form 52665 and computer sheet to accounting for billing purposes.

A more detailed description of portability procedures is outlined in Exhibit 4 of this Plan - Section 8 Portability Procedures.

M. MOVES AFTER INITIAL OCCUPANCY

Once a family or individual becomes a participant of the Section 8 Program and begins receiving rental assistance in a dwelling unit of their choice, DMMHA reasonably expects the participant to remain in the dwelling unit for the term of the Dwelling Rental Agreement.

It is recognized, however, that circumstances can, and do develop, making moving from one dwelling unit to another necessary. Families may only move with continued assistance once in a 12-month period. Any additional moves within the first year would require extenuating circumstances, such as increases in family size, medical or family emergencies. This includes moves within DMMHA jurisdiction and under portability. Extenuating circumstances would require supporting documentation acceptable to DMMHA.

DMMHA will require that disputes between property owners and tenants be settled prior to relocation of the tenant with continued assistance.

ONCE IN OCCUPANCY, A FAMILY MAY MOVE TO ANOTHER APPROVED DWELLING UNIT UNDER THE FOLLOWING CONDITIONS:

1. The Dwelling Rental Agreement with the owner can be terminated in accordance with its terms;
2. Sufficient funds are available under the DMMHA'S Annual Contributions Contract;
3. If the tenant intends to vacate the unit, they must notify the Des Moines Municipal Housing Agency and the property owner in writing thirty (30) days prior to vacating the unit. The notices must be delivered to the property owner and the Department of Housing Services Case Manager prior to the first of the month. If the owner serves the tenant with Notice of non-renewal of the lease, the tenant must furnish the Agency with a copy of the Notice prior to being approved for relocation.

If tenant violations cited are not corrected prior to move-out, termination of subsidy may occur.

For continued assistance, the participant must provide a signed notice from the owner stating no rents and/or damages exceed the security deposit. If the tenant owes money to the landlord for rent or other charges under the lease agreement, the tenant must either pay the amount owed to the owner in full or provide a copy of a signed repayment agreement between themselves and the property owner to their Housing Case Manager prior to being approved for relocation. A relocation briefing will then be accomplished.

In the event that a written statement from the property owner is not received by the deadline imposed by DMMHA, DMMHA will assume that the client does not currently owe any unpaid rent or anticipated damages to the property owner over and above the security deposit and the tenant will be permitted to relocate under the Section Housing Choice Voucher program.

4. If the DMMHA terminates the Housing Assistance Payments Contract with the owner for cause, the family may be relocated with continued assistance provided they are in good standing with the program.

A FAMILY MAY NOT BE APPROVED TO MOVE:

1. If any member of the household is under investigation for a program violation. Any previously approved relocation may be placed on hold at any point, up to and including lease signing. The tenant will not be approved to relocate with continued assistance until the investigation has been completed and a determination has been made that the family has not violated the rules governing the program.
2. If the family owes any money to DMMHA.
3. If the family is currently in a one year lease with the property owner.

FAMILY REQUESTS RELOCATION DURING A ONE YEAR LEASE:

The family and owner must provide a written request to DMMHA to rescind the current lease by a date certain. DMMHA will require both the family and the owner or owner representative to come to the administrative offices to sign mutual rescission **termination** documents. **Signed mutual termination documents must be received by this**

Agency prior to conducting the relocation appointment with the family.

FAMILY RELOCATION AT ANNUAL RECERTIFICATION:

Case Managers will review the annual inspection, upon the family's request to relocate. If the report notes tenant HQS violations, the Case Manager will not conduct the relocation briefing with the family and will inform them that a briefing will not be done until the HQS violations are corrected and re-inspected. A letter will be sent to the tenant and copied to the property owner advising them of this determination. If tenant violations are not corrected prior to move-out, termination of the voucher may occur.

Tenants and owners will not be allowed to cancel annual inspections or re-inspections if they are relocating. DMMHA is required to inspect each unit at least once every 365 days, therefore, canceling the annual inspection is prohibited.

FAMILY RELOCATING AT TIME OTHER THAN ANNUAL RECERTIFICATION:

When tenant requests a relocation briefing or when Case Manager receives notice of relocation, a signed notice from the owner that no rents and/or damages exceed the security deposit must be provided.

Additional procedures to be followed are:

1. The voucher holder must give DMMHA and the property owner a written thirty (30) day notice of the proposed move prior to the first of the month. Failure to timely provide DMMHA a copy of the thirty (30) day notice may result in the delay of housing assistance in the new unit, or in the loss of Section 8 assistance.
2. The voucher holder must come to the DMMHA Administrative offices so that a relocation briefing can be given on the program requirements.
3. DMMHA must then be provided with updated income and family composition verifications.

When another property has been located, and before a move can be made with continued assistance, the new owner of the property is to complete the Request for Tenancy Approval documents and contact DMMHA to arrange an inspection of the property. If the property is not acceptable under City and Federal standards, rental assistance will not be provided by DMMHA.

FAILURE TO FOLLOW RELOCATION POLICY WILL RESULT IN THE LOSS OF RENTAL ASSISTANCE.

DENIAL - A program participant may be denied issuance of a voucher in the following cases:

1. The participant has violated any family obligations under the program.
2. If any member of the family has been evicted from public housing.
3. If a Housing Authority has ever terminated assistance under the Certificate or Voucher program for any member of the family.
4. The participant currently owes rent or other amounts to DMMHA or to another PHA in connection with Section 8 or Public Housing Assistance under the United States Act of 1937.

5. The participant has not reimbursed DMMHA or another PHA for any amounts paid to an owner under a Contract for rent or other amounts owed by the family under the lease, or for a vacated unit.
6. If any member of the family has committed any fraud bribery or any other corrupt or criminal act in connection with any Federal housing program.
7. The participant has breached an agreement entered into with DMMHA.
8. If the participant engages in drug-related criminal activity or violent criminal activity, including criminal activity by any family or household member. In the event of drug-related criminal activity or violent criminal activity, DMMHA will deny/terminate assistance if the preponderance of evidence indicated that a family or household member has engaged in such activity, regardless of whether the family or household member has been arrested or convicted.
9. If a family participating in the Family Self-Sufficiency program fails to comply without good cause, with the Family's FSS contract of participation.
10. If the family has engaged in or threatened abusive or violent behavior toward HA personnel.

GENERAL RELOCATION INFORMATION

- Families may only move with continued assistance within DMMHA jurisdiction or under portability once in a 12-month period. Any additional moves within a 12-month period would require extenuating circumstances such as increases in family size, medical or family emergencies.
- At any time a family has the ability to inquire of DMMHA if a unit would be qualified under the 40% rule. The family may inquire in writing, DMMHA will respond in writing.

ONCE IN OCCUPANCY, A FAMILY MAY MOVE TO ANOTHER APPROVED DWELLING UNIT UNDER THE FOLLOWING CONDITIONS:

- (1) The assisted lease for the old unit has terminated. This includes a termination because:
 - (i) The PHA has terminated the HAP contract for the owner's breach; or
 - (ii) The lease has terminated by mutual agreement of the owner and the family.
- (2) The owner has given the family a notice to vacate, or has commenced an action to evict the family, or has obtained a court judgment or other process allowing the owner to evict the family. The family must give the DMMHA a copy of any owner eviction notice. The family may move with assistance if the reason resulting in the family receiving a notice from the owner does not violate the program.
- (3) The family has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner, for owner breach or otherwise). The family must give the DMMHA a copy of any such notice.
- (4) The DMMHA has approved the participant's victim status under the Violence Against Women Act of 2005.
- (5) The DMMHA determines that a unit does not meet the HQS space standards because of an increase in family size or a change in family composition, the DMMHA will issue the family a new voucher, and the family and the DMMHA must try to find an

acceptable unit as soon as possible. When the DMMHA terminates the HAP contract for HQS space standards, the DMMHA must notify the family and the owner of the termination. The HAP contract terminates at the end of the calendar month that follows the calendar month in which the DMMHA gives such notice to the owner.

- (6) A foreclosure petition that has been filed in the courts has been served upon the family and/or the landlord. In this circumstance, the family must provide at least sixty (60) day notice to the landlord. The family must give the DMMHA a copy of any such notice.

A FAMILY MAY NOT BE APPROVED TO MOVE TO ANOTHER APPROVED DWELLING UNIT UNDER THE FOLLOWING CONDITIONS:

- (1) Insufficient funds are available under the DMMHA's Annual Contributions Contract.
- (2) The family has violated any of the family obligations under the program.
- (3) If any member of the household is under investigation for a program violation. Any previously approved relocation may be placed on hold at any point, up to and including lease signing. The tenant will not be approved to relocate with continued assistance until the investigation has been completed and a determination has been made that the family has not violated the rules governing the program.
- (4) If the family is currently in a one year lease with the property owner and a written mutual termination has not been completed.
 - a) The family and owner must provide a written request to DMMHA to rescind the current lease by a date certain. DMMHA will require both the family and the owner or owner representative to sign mutual rescission termination documents. Signed mutual termination documents must be received by this Agency prior to conducting the relocation appointment with the family.
- (5) If the family owes any money to the DMMHA.
- (6) If the family has an open inspection with HQS tenant violations.
- (7) If the property is being foreclosed and the family is in a one year lease with the landlord, DMMHA will give the landlord 30 calendar days from the date of the family's notice to provide to DMMHA a copy of a court stamped final court order signed by a judge showing either (1) full satisfaction of default and reinstatement of the mortgage, or (2) dismissal of the foreclosure action. Upon receipt of such documentation from the landlord, DMMHA will deny the family's request to move unless the landlord releases the family of their lease obligations.

Tenant and owners will not be allowed to cancel annual inspections or re-inspections if they are relocating. DMMHA is required to inspect each unit at least once every 365 days, therefore, canceling the annual inspection is prohibited.

RELOCATION POLICIES TO BE FOLLOWED ARE:

- (1) The family provides DMMHA and the property owner a written notice to move of at least thirty (30) days on or before the first of the month. Failure to timely provide DMMHA a copy of the thirty (30) day notice may result in the delay of housing assistance in the new unit, or in the loss of Section 8 assistance.

- (2) The family must attend a relocation briefing in order for DMMHA to obtain updated income and family composition verifications and for the family to obtain program requirements.
- (3) The new property owner and the family must complete a Request for Tenancy Approval and arrange for an inspection of the prospective property.
- (4) The Housing Choice Voucher issued to the family will be in effect for a term of sixty days from the date of issuance and will expire after the sixty-day term.

HOUSING CHOICE VOUCHER ISSUANCE FOR RELOCATION

A Housing Choice Voucher issued to an applicant will be in effect for a term of sixty days from the date of issuance and will expire after the sixty-day term.

If the family is unable to find an acceptable unit within the specified 60-day term, the family may request an extension for an additional 60 days.

- a. **The request must be made in writing prior to the expiration date of the Housing Choice Voucher and submitted to DMMHA before the close of business day.**
- b. **Documentation supporting the request must be submitted, including a progress report listing what contacts were made to find housing. At least 5 contacts must be submitted on the Agency's "Record of Search for Housing" form. Such form will be included in the family briefing packet.**

The family may request an extension for an additional 30 days if: (total of 90 days extension)

1. **The family is requiring a three bedroom or higher dwelling unit, requires a barrier-free or handicapped accessible housing, or is a person with a disability that is having a difficult time locating housing as a result of such disability. Reasonable Accommodations Procedures will apply in instances involving extension requests as a result of a disability.**
2. **The request must be made in writing prior to the expiration date of the first extension.**
3. **Documentation supporting the request must be submitted, including a Record of Search for Housing listing what contacts were made to find suitable housing.**

The same Housing Choice Voucher number will be assigned for extensions. The Housing Choice Voucher holder will be advised that an extension of the Housing Choice Voucher expiration date is not automatic and may be granted solely at the discretion of the DMMHA. Should the family fail to locate adequate housing within the Housing Choice Voucher period, the Housing Choice Voucher will expire and the application will be withdrawn (retired).

Suspension of Search Time:

The DMMHA will suspend the housing choice voucher term if the family has submitted a request for tenancy approval during the voucher term. "Suspension" means stopping the clock on a family's voucher term when a family submits the request for tenancy approval until the time the PHA approves or denies the request, or the owner and family agree to mutual rescind the request for tenancy approval. This suspension of time is also called "tolling". Search time will be extended for a request for tenancy approval that is denied by

DMMHA by calculating the days from the date the request for tenancy approval was received by DMMHA to the date that DMMHA denies the request or the owner and family agree to mutually rescind the request for tenancy approval. Those “processing” days will be added to the current voucher expiration date to determine the new voucher expiration date.

Should an extension not be authorized and the Housing Choice Voucher be permitted to expire, the family may reapply for program assistance only by completing a new application when the waiting list is open. The family will be placed on the waiting list in accordance with the Random Lottery System processing and will be considered a new applicant.

N. ANNUAL/INTERIM RECERTIFICATION OF FAMILY CIRCUMSTANCES

1. Annual reexamination of income

The circumstances of all individuals or families in occupancy will be re-examined at least once annually in order to determine continued eligibility, to determine the appropriate Subsidy in accordance with the Subsidy Standards Policy, and if necessary, to adjust the monthly rent amount the family is to contribute.

The Case Manager will initiate and conduct re-examinations, verify information, and complete all income and rent computations in accordance with Federal Regulations. Annual re-examinations resulting in a decrease in the family’s share of the contract rent are effective on the first day of the month following the reported change. The certification will not be completed until all verifications are received by the DMMHA, the decrease will be made effective on the first day of the month following the reported change. All household members of the age 18 years and older must attend this appointment or be subject to termination of assistance for non-cooperation.

If submitted by the owner, requests for Contact Rent increases will be reviewed for approval based on rent reasonableness. Owner(s) will be made aware of the regulatory provision which permits them to request that the occupying tenant enter into another lease agreement with a specified term. This request of the family to enter into a new lease agreement for a specified term must be made of the family in writing within sixty days prior to the termination date set forth in the lease. If the tenant elects not to enter into such a lease agreement, the owner may terminate the lease. Following the expiration date of the one year term specified in the Housing Assistance Payments Contract and of the Lease Agreement, and unless the owner has requested the family enter into a new lease for a specified term, and the family has agreed, the Lease Agreement will become renewable on a monthly basis. (If the owner has properly requested the family enter into a new lease term for a specified term and the family has refused, the owner may terminate the lease and initiate recovery action against the family). In all instances of renewal or new, the term of the Housing Assistance Payments Contract and the Lease Agreement may not exceed the term of the Annual Contributions Contract.

DMMHA has established a payment standard for the Housing Voucher program per HUD regulations. The payment standard will be periodically reviewed and adjusted per HUD regulations.

2. Interim Reexaminations will be Conducted in the Following Circumstances:

- 1) Any change that results in a decrease in the monthly rental amount currently being paid; or
- 2) Families without any household income will be required to update their files with the Case Manager on a quarterly basis.
- 3) Families participating in the Family Self-Sufficiency Program may be recertified upon written request

given to their Housing Case Manager.

- 4) Any increase in family income of \$500 or more per month.
- 5) Any change in the source of the family income.
- 6) **Adult family members enroll in or are no longer attending an institution of Higher Education.**

Decreases in the Family's portion of the Contract Rent will become effective on the first day of the month following the date of the reported change. The certification will not be completed until all verifications are received by the DMMHA, the decrease will be made effective on the first day of the month following the reported change.

DMMHA will conduct an interim for loss or reduction of welfare benefits, however; the family's portion will not be decreased if the income decrease is a result of loss or reduction in welfare benefits due to fraud or non-compliance with the welfare program's work requirements or participation in an economic self-sufficiency program. DMMHA requires documentation from the welfare agency explaining why the benefits were canceled or reduced.

Increases in the Family's portion of the Contract Rent will become effective upon receipt of proper verification and thirty days notice to the client and the property owner.

3. Family Income & Verification of Income

Family income and verification of income for interim and annual re-certifications will be handled in the same manner described in Section E of this policy.

4. Unreported Income

Unreported income includes two violations: (1) Failure to supply required information; and (2) Monies owed to DMMHA resulting from overpaid/incorrect Housing Assistance Payments to the property owner.

A Section 8 participant is required to report in writing all income changes to DMMHA within 10 days. DMMHA, in accordance with Section N(2) of this policy, conducts interim reexaminations with participants.

In cases where the amount of income earned meets the criteria set forth in Section N(1) and Section N(2) of this policy and the total amount of unreported income earned is over \$500.00, DMMHA will prepare a recoupment worksheet to determine the amount of overpaid Housing Assistance Payments (HAP) made on behalf of the family. The family will be required to repay the amount of overpaid HAP to DMMHA within sixty (60) days.

The recoupment will begin on the first day of the month following the month in which the income started.

The sixty (60) day repay period may not be extended. Failure to repay DMMHA within 60 days is grounds for termination of benefits. The family is not eligible for relocation until the repayment has been paid in full.

In cases where the amount of income does meet the criteria set forth in Section N(1) and Section N(2) of this policy but the total amount of unreported income earned is less than \$500.00, the violation is only failure to report required information as no overpayment of HAP has occurred.

The family will be afforded a total of four (4) occurrences of unreported income. More than four (4) occurrences of

unreported income is grounds for termination of benefits.

In cases where a family fails to report income changes when required, and reason exists to believe intentional fraud or misrepresentation, the case will be reviewed. Appropriate action will be taken, which could lead to termination of assistance without the opportunity to re-pay.

In Instances where DMMHA verifies that the amount of unreported income results in an amount of \$3,000 or more in overpaid Housing Assistance Payments (HAP) on behalf of the family, the DMMHA will refer the case to the Office of the Inspector General (OIG) as required by the U.S. Department of Housing and Urban Development.

Additional information regarding DMMHA's commitment to protecting the integrity of the housing programs that are administered by the DMMHA and ensuring that benefits are received only by eligible families and participating owners in accordance with federal regulation can be found in DMMHA's Fraud Policy (Exhibit 9)

5. Changes in Family Composition

In instances where the Family's unit size must be increased or decreased in accordance with the DMMHA's Subsidy Standards Policy, or to conform to the Housing Quality Standards, the family will be advised it may request an informal hearing of this determination. However, the Subsidy size specified by the DMMHA will remain in effect pending the appeal decision.

Following completion of each re-examination accomplished on the DMMHA Application for Continued Occupancy form and completion of the Certification/Re-examination of Eligibility (Form HUD-50058) and appropriate Worksheets, either annual or interim, and when the required steps in the checking process have been accomplished, the necessary notices of change will be prepared as follows:

- a) In the event the family's rent remains unchanged, two copies of the appropriate Notification of Rent Change will be completed. One copy of the notice will be mailed to the family and the remaining copy placed in the family application file. Upon DMMHA assurance of compliance with Housing Quality Standards and other program regulations, DMMHA will notify the property owner of its determination concerning the family rent with a copy to the DMMHA file.
- b) In the event a change in the family portion of the Contract Rent occurs, a Notice of Rent Change reflecting the new monthly rental amount will be prepared and certified. The date of change will be effective on the next appropriate rental due date. As is the policy in all other assisted housing programs administered by the DMMHA, the family will receive no less than a thirty-day notice of a monthly rent increase unless the family is scheduled for termination from the program as a result of failure to provide necessary information by the time required. In those instances, the notice may be less than thirty days because of the family's inaction. Since an adjustment to the Housing Assistance Payment to the owner will be necessary, the Case Manager will prepare a copy of the Notice of Housing Assistance Payment Change reflecting the new amount of housing assistance payment due the owner. The Notices of Housing Assistance Payment Change will be completed with the date of change being effected on the next appropriate rental payment date.

The Notice of Rent Change will be mailed to the family with a copy being placed in the family file. The Notice of Housing Assistance Payment Change will be mailed to the owner.

6. Earned Income Disallowance

Under the following circumstances, DMMHA will not increase the family's rent for 12 months after the increase in

income occurs:

1) If the increase in income is a result of new employment of a family member who is a disabled individual, was previously unemployed for one or more years.

or

2) If the increase in income is a result of earnings of a family member who is a disabled individual whose income increased during participation in a self-sufficiency or job training program.

or

3) If the increase in income is a result of earnings of a family member who is a disabled individual that is receiving or has received at least \$500 in welfare benefits in the past six months.

“Previously unemployed” includes a person who is a disabled individual who has earned, in twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

After the initial 12 month period, the rent increase will be phased-in as follows: Only 50% of the increase over prior income will be added to the family’s rent for the next 12 months; the remaining increase will be added the month following this 12 month period.

Limitations

The disallowance of increased income (including full disregard and 50% disregard) of an individual family member who is a disabled individual is limited to a lifetime 48 month period commencing the first time the individual is eligible for the benefit.

Earned income disallowance does not apply for purposes of admission to the program (including the determination of income eligibility and income targeting).

Application

The family must provide written verification from a third party that the Agency accepts as a credible and reliable source, that the above criteria for the disallowance has been met.

Only the increase over prior income (regardless of source of income) of that family member will be disregarded. Eligibility for disallowance begins on the date the eligible employment starts.

The full disregard will be applied during the first 12 months of eligibility. Should the family member report a change in income which makes them no longer eligible for the disregard, the disregard will be suspended as of the effective date of the re-certification. Time remaining on the disregard (full or 50%) will be tracked and reapplied, should the family member attain eligible employment again in the future. However, the family member will have only 48 cumulative months from initial eligibility to receive benefits under the earned income disallowance.

After the 48-month period, regardless of intermittent application of the disregard, there will be no further eligibility of the family member for the disregard. (For example, if a qualified individual receives the disregard and subsequently ends employment, which ends eligibility for the disregard and later becomes eligible and resumes the disregard, eligibility can be no more than 48 months

from the date of the initial eligibility.)

7. Changes in Family Composition. Where applicable, the rent will be appropriately adjusted upon the occurrence and verification of any of the following circumstances:

A) Loss of family member through death, divorce or other circumstances, or the addition of a family member must be reported in writing within ten (10) days to the Case Manager responsible for the family. In the case of separation or divorce, documents acceptable to DMMHA, which verify the divorce or separation will be required.

B) Approval to add family members; live-in aide and foster child.

1. A family must submit a written request to their DMMHA Case Manager for approval to add any other family member, including foster children, as occupants of the unit prior to occupancy by such person(s). DMMHA requires a minimum of ten (10) days written notice for processing of this request. This will require a police screening of the new adult occupant and written approval by the property owner. Past participation in DMMHA programs will also be checked. In the case of foster children, documents acceptable to DMMHA, which verify the custody will be required. DMMHA approval is required prior to the allowing the individual to move into the subsidized unit.

2. A family requiring supportive services **on a 24-hour basis**, for the essential care and well-being of a family member must request in writing DMMHA approval to allow a live-in aide to reside in the dwelling unit. DMMHA requires a minimum of ten (10) days written notice for processing of this request and will require documentation to support the request, i.e., statement, from a professional with direct knowledge, certifying that the live-in aide is a medical necessity and that the aide is necessary for **the 24 hour exclusive** care of the participant, and written approval from property owner. Reasonable accommodations procedures and screening procedures will apply. DMMHA approval is required prior to allowing the individual to move into the subsidized unit. A live-in aide is not a voucher holder or a family member and will not have any rights to the Housing Choice Voucher. Compliance with the program rules and subsidized lease by a live-in aide are the responsibility of the voucher holder and any violation by the live-in aide is grounds for the client's termination from the program.

DMMHA will allow an additional bedroom for an approved live-in-aide. No additional bedrooms will be allotted for the family of the Live-in-aide.

8. Absence From Unit

- 1) The family may be absent from the dwelling unit for a maximum of thirty days. Family is required to notify DMMHA in writing at least ten days prior to this absence.
- 2) Absence beyond thirty days requires prior approval by DMMHA. DMMHA must be notified in writing by the family of extenuating circumstances to justify the absence such as medical or family emergency. The family may not be absent from the unit for a period of more than 180 consecutive calendar days, except where permitted under federal regulations for members of the armed forces serving in active duty under federally declared hostile action.

9. Change of Head of Household

The Head of Household may make a written request to the DMMHA to withdraw the current

head of household and place another current family member in the Head of Household position. This does not apply when there is no change in current family composition.

O. INELIGIBILITY FOR HOUSING ASSISTANCE

1. A family will become ineligible for Housing Assistance Payments when the monthly rental amount paid by the family equals or exceeds the Contract Rent due to the owner for the dwelling. The family will, however, be permitted to remain in the dwelling and continue to rent directly from the owner.

When such a rent change does occur, the Case Manager will determine if a family is ineligible for continued participation at the time the Notice of Housing Assistance Payment Change is completed. If the family is determined to be ineligible for further Housing Assistance Payments, the Case Manager will prepare and forward a notification to the owner and family. These participants will remain on the program for 6 months after the effective date of the recertification. If the participant does not contact the Housing Case Manager to report a decrease in income prior to the end of the 6-month period, they will be removed from the program.

2. DMMHA may terminate Housing Assistance Payments which are being made on behalf of the family under an outstanding Contract:
 - a. If the family has committed any fraud, bribery or any other corrupt or criminal act in connection with any Federal housing assistance program;
 - b. If the family has violated any Family obligation under any Section 8 Program;
 - c. If the family has breached an agreement with DMMHA; or
 - d. If the family allows any person, who is not an authorized member of the household, to reside in or use the assisted unit address for receipt of mail or for any other purpose, without the prior written permission of the Agency.

In the event that the DMMHA becomes aware of a possible unauthorized person, the following investigative actions may be conducted by the DMMHA:

1. Complete a U.S. Postal Service Verification
 2. Send landlord Occupancy Verification form
 3. Order arrest history, trip reports and/or case reports from local law enforcement Agency.
- e. If the family engages in drug-related criminal activity or violent criminal activity, including criminal activity by any family member, guest or anyone under the tenant's control. In the event of drug-related criminal activity or violent criminal activity, DMMHA will deny or terminate assistance if the preponderance of evidence indicated that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.
 - f. If the family, guest or anyone under the tenant's control has engaged in or threatened abusive or violent behavior towards DMMHA personnel.
 - g. The DMMHA may terminate housing assistance for any person if the DMMHA determines that the person's abuse of alcohol interferes with the health and safety of any other individual or right to peaceful enjoyment of any other individual. DMMHA may deny or terminate housing assistance if it determines there is

reasonable cause to believe that a family or household member, or anyone under the family's or household member's control abuses alcohol. Examples of alcohol abuse may include but are not limited to history of:

1. Police records or court documents within the past three years or
2. Child Protective Investigation (CPI) report or verification from a credible agency.

The DMMHA reserves the right to make a referral to a recognized alcohol treatment center for an assessment if the preponderance of evidence indicates that a family or household member has engaged in such activity, regardless of whether the family or household member has been arrested or convicted.

The DMMHA may, in its sole discretion, waive the termination if the participant demonstrates to the DMMHA's satisfaction that the participant is no longer engaging in abuse of alcohol and

- a. Has successfully completed or is within one month of successful completion of a supervised alcohol rehabilitation program,
- b. Has otherwise been rehabilitated successfully; or
- c. Is participating in a supervised alcohol rehabilitation program.

Documentation of such rehabilitation must be supplied upon the HA's request.

- 3) If a family voluntarily withdraws from the program, they must do so in writing. Provided that the family does not vacate the subsidized unit, the family will have up until the effective date of the withdrawal to submit a written request to their Housing Case Manager to rescind their withdrawal request should they wish to remain on the program. In such case, if there is an active Housing Assistance Payments Contract with an owner, the family must provide DMMHA a written statement from the property owner advising that the family will remain under lease in their current unit.

If a family voluntarily withdraws from the program and the family is currently in a one year lease agreement with the owner, DMMHA will notify the owner in writing that the Housing Assistance Contract will end on the effective date of the family's withdrawal from the program. DMMHA will notify the client in writing of the date the client is responsible for full contract rent.

P. MAINTENANCE COMPLAINTS

All unit maintenance is the responsibility of the owner. The DMMHA will not perform maintenance repairs, but will ensure that the owner is complying with the provisions of the Housing Assistance Payments Contract and Housing Standards.

All family complaints regarding maintenance will be referred to the owner for corrective action. If the family reports that the owner has been notified and has not taken corrective action, the Housing Case Manager, or designated representative, will then record the complaint in the tenant file. Staff will begin an investigation of the complaint. The results of the investigation will be completed on the Housing Standards Inspection Form. If the investigation reveals that repair or corrective action is needed and the dwelling unit contains violation(s) of the Housing Standards, the Inspections Division, or designated representative, will notify the owner by letter. The Programs Administrator, or designated representative, can, and may, abate further payments to the owner and will notify both the owner and the tenant family of the abatement and the reason for the action. When the owner reports the completion of the necessary repair, a re-inspection of the dwelling to ensure compliance will be scheduled.

Q. FAMILY BREAK-UP

In the case of domestic violence, the adult member of the household who is the victim of actual or threatened physical violence, or has custody of a minor child who has been the victim of actual or threatened physical violence by a spouse or other member of the household may be eligible to retain housing assistance provided they are in good standing with DMMHA and claim victim status under the Violence Against Women Act of 2005.

The Violence Against Women Act of 2005 provides protections for persons that are victims of domestic violence, dating violence or stalking. The Act covers all victims of domestic violence, dating violence or stalking and is not gender specific.

DMMHA will inform participants of their right to claim victim status under the Act by certifying that they are a victim of domestic violence, dating violence or stalking.

The certification must include but is not limited to:

- The participant notifying DMMHA in writing of victim status within fourteen (14) days of the violent activity that caused the need for a family break up.
- The domestic violence, dating violence or stalking must be directly related to the reason for the family break up.
- Participants must complete the HUD approved certification form to certify victim status.
- Supporting documentation verifying the dates and relation to the reason for the family break up.
- Determination of the sufficiency of the verifications is the sole discretion of DMMHA.

The DMMHA will comply with the confidentiality requirements of the Violence Against Women Act of 2005.

Adult members of the household as listed on the Lease are required to contact DMMHA in writing if a family member (victim) is forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member of the household. The family member forced to leave the unit due to actual or threatened physical violence (victim) must provide documentation including a no contact order or restraining order in addition to documentation from Police Department, public or private facility that provides counseling on domestic violence, Social Service Agency, Physician or Clergyman. The family member receiving the assistance in this instance will be required to sign a statement that the individual who engaged in the violent activity will not reside in the subsidized unit.

In the case of a divorce, legal separation or other family break-up, DMMHA in its sole discretion, will determine which family member(s) will retain the Housing Choice Voucher.

R. VISITORS

Provided the tenant receives approval from the owner and gives the DMMHA prior written notification, including the beginning and ending date of the visit, they will be allowed to have overnight visitors for a period of up to fourteen (14) days within a 12-month period. Violations of this Policy are grounds for termination from the program.

S. USE OF UNIT ADDRESS

Section 8 participants shall not allow any person who is not an authorized member of the household, to use the assisted unit address for receipt of mail, or for any other purpose without prior written permission of the Agency. Section 8 participants shall not use a Post Office Box as a mailing address for DMMHA correspondence while residing in a subsidized unit. Section 8 participants must be able to receive mail at the subsidized unit address.

T. CLAIMS FOR UNPAID RENT AND DAMAGES

Claims for such payments, if allowable under the Housing Assistance Payments Contract, must be submitted by the owner to the Programs Administrator on the form entitled Claim for Payment of Security Deposit Guarantee and Compensation for Vacancy Loss, within the timeframe specified by DMMHA. All such claims shall be investigated and documented to confirm their accuracy in accordance with documentation procedures set out below:

1. The property owner must request the DMMHA inspection department conduct a move-out inspection as soon as the unit has been vacated. They must contact our administrative office to make the arrangements. DMMHA strongly recommends that the property owners be present at these inspections.
2. The property owner must request that a claim for damage and/or vacancy loss form be furnished to them by DMMHA. Upon receiving the request, DMMHA will provide the needed form to the property owner. These forms must accompany any claim filed with DMMHA. These claims must be submitted within sixty days of the move-out inspection or the date of termination of the Housing Assistance Payment contract.
3. All claims for damages must be accompanied by original, dated receipts for each item listed on the claim form.
4. The property owner must comply with Section 562A.12 of the Iowa Landlord/Tenant Act, which states the property owner shall, within thirty days from the date of termination, furnish to the tenant a written statement showing the specific reason for withholding the rental deposit or any portion thereof. A copy of this statement must accompany the claim.
5. The property owner must make a verifiable and reasonable attempt to collect any claim from the tenant, before submitting the claim to DMMHA. This will need to be documented with DMMHA.
6. The amount allowed for the claim will be determined by the following factors:
 - a. Condition of the unit at the time of the move-in inspection;
 - b. Length of tenancy;
 - c. Normal wear and tear;
 - d. Items noted on move-out inspection;
 - e. Personal items, furniture, drapes and appliances are not reimbursable under this policy.

7. A claim for vacancy loss cannot be made under the Housing Choice Voucher Program. Under the Moderate Rehabilitation Program, if allowable under the Housing Assistance Payments contract, a vacancy loss claim must have supporting documentation verifying that the property owner made a good faith attempt to re-rent the unit. (Copies of newspaper advertisements, listing with DMMHA, contacting DMMHA waiting list applicants).

Any claim paid by DMMHA will need to be repaid by the tenant family in order for rental subsidy to continue or for future participation in Federally assisted housing programs, therefore, the claim will be discussed with the tenant family, if possible, before payment is made. If the family disputes the claim filed, the validity of the claim will need to be pursued through the courts. DMMHA will honor judgments received through the courts, up to the maximum liability under the HAP Contracts.

U. EVICTIONS

Owners have the right to serve eviction notices, for cause, to families occupying their dwellings. Eviction notices are not required to be submitted to DMMHA for prior authorization or approval; however, Owners will be advised they must submit a copy to DMMHA of any such notice served. Copies of notices received will be retained in the family's file for reference and follow-up.

V. ASSIGNMENT OF HOUSING ASSISTANCE PAYMENTS CONTRACT- TRANSFER OF OWNERSHIP

The owner may not assign the HAP contract to a new owner without the prior written consent and notification of approval by DMMHA. Failure to comply with DMMHA requirements will be considered a violation of the HAP contract and will be grounds for termination.

- 1) The owner must request approval by notifying, in writing the DMMHA of the sale of property. The notice must include the name, address and phone number of the new owner and the effective date of the transfer of ownership of the property.
- 2) The request will be reviewed by DMMHA and the new owner will be screened using the same criteria as stated in the owner screening section of this Plan.
 - a) If the new property owner is eligible for participation, DMMHA will contact the new owner. The new owner will be required to provide the following:
 1. A copy of the deed or contract for the property with evidence of its recording with the Polk County Recorder.
 2. A copy of the notice to the family's informing them of the transfer of ownership.
 - b) Upon receipt of the required documents from the new property owner the Case Manager will contact the new owner and make an appointment to sign the Transfer of Ownership form and HAP contract amendment. Upon execution of the form, the new owner will be provided a copy of the Housing Assistance payments contract and amendments, the Lease Agreement and the last inspection report.
 - c) If the proposed owner is denied participation in the program, the current owner will receive written

notification and be advised that the transfer of the Housing Assistance payments contract was not approved.

- 3) The effective date of the transfer will be no sooner than the first of the month following the date the Agency received written notification of the change of ownership. The Housing Assistance Payment will not be issued until the first check run after all transfer procedures have been completed. The Agency will not be responsible for HAP payments sent prior to the Agency's receipt of the notice of change of ownership.
- 4) The Agency will suspend the HAP payment in the event that the ownership of property is in legal dispute. It will remain suspended until such time that the owner of record may be verified.

W. INFORMAL REVIEWS AND HEARINGS

Participant Requests to View Files

Participants will be permitted to review the contents of their file maintained by DMMHA upon written request. Requests must be received a minimum of ten (10) days prior to the date they wish to review the file. DMMHA will request that the participant give a reason for the need to view the file. Requests for photocopies of information contained in the file will be billed according to the City of Des Moines fees for copy charges policy. A delay in requesting a file review or copies of file documents will not be grounds for a continuance or reschedule of a hearing or informal review.

Handbook and regulatory provisions provide for a differentiation between the status of an applicant and that of a participant.

1. Neither the statute (1937 Act) nor the regulations create any property right to assistance under the 1937 Act, or to action by DMMHA which may lead to participation in the program.
2. A determination that a family is eligible, and to list a family on the DMMHA waiting list, means only that a family may stand in line for assistance.
3. Being determined eligible or placed on the program waiting list is no guarantee that the applicant family will ever be issued a Housing Choice Voucher, or that if a Housing Choice Voucher is issued, the applicant family will find a landlord who will accept the family as a tenant.

The regulations provide that an applicant family becomes a program participant at the time DMMHA executes a Housing Assistance Payments Contract with a landlord or owner on behalf of the family.

Because of the difference in the status of applicants and participants DMMHA will administer separate and distinct opportunities for either an applicant or participant to present objections to certain and specific DMMHA actions and/or decisions affecting program status and assistance.

Families participating in the Family Self-Sufficiency program will also be allowed an informal hearing as outline in the Family Self-Sufficiency Action Plan.

Applicants: Informal Review

Department of Housing Services will provide the opportunity for an informal review of a decision denying an applicant:

1. Listing on the DMMHA waiting list.
2. Eligibility for Preferences.
3. Issuance of a Housing Choice Voucher.
4. Participation in the program (i.e., execution of an assistance contract on behalf of the family).

The DMMHA will not provide an opportunity for an informal review for an applicant in instances of the following types of determinations:

1. To review discretionary administrative determinations by the DMMHA or to consider general policy issues or class grievances.
2. To review the DMMHA's determination of the number of bedrooms entered on Housing Choice Voucher under the DMMHA's Subsidy Standards Policy.
3. To review the DMMHA's determination that a unit located by a Housing Choice Voucher holder does not comply with the Housing Quality Standards, or the DMMHA's determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. To review the DMMHA's decision not to approve a request by a Housing Choice Voucher holder for an extension or suspension of the Housing Choice Voucher.
5. To review the Housing Agency's determination to retire/withdraw an application from the waiting list.

The Informal Review:

1. The Informal Review will be conducted by a Review Officer designated or appointed by DMMHA. The Review Officer will be other than the person who made or approved the decision under review or a subordinate of that person.
2. The applicant must submit a written request for an Informal Review within 10 business days after DMMHA mails the notification of the decision denying assistance.
3. If the applicant family is more than 15 minutes late the Review officer will declare that the applicant has waived their right to the review.
4. The applicant family will be given an opportunity to present written or oral objections to the DMMHA decision.
5. DMMHA will promptly notify the applicant family, in writing, within ten (10) business days, of the final DMMHA decision after the informal review, including a brief statement of the reasons for the final

decision.

6. A delay in requesting a file review or copies of file documents will not be grounds for a continuance or reschedule of an informal review.

The DMMHA may deny a pre-application for an individual or family who was denied within six (6) months of **receipt of the new** pre-application.

Records:

1. A separate record and file of Informal Reviews conducted will be maintained for a period of three years.
2. The Programs Administrator or his/her designee will be responsible for the scheduling, notification and record keeping activities associated with the applicant Informal Review process.

Participants - Informal Hearings

1. The DMMHA will provide an opportunity for an informal hearing to consider whether decisions relating to the individual circumstances of a participating individual or family are in accordance with law, Department of Housing and Urban Development regulations and DMMHA policy in the following instances:
 - a. A determination of the family's annual or adjusted income and the use of such income to compute the housing assistance payment.
 - b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the DMMHA utility allowance schedule.
 - c. A determination of the family unit size under the DMMHA Subsidy Standards.
 - d. A determination to deny or terminate assistance on behalf of the participating individual or family because of the family's action or failure to act.
 - e. A determination that a Housing Choice Voucher program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the DMMHA's Subsidy Standards Policy, OR the DMMHA's determination to deny the family's request for an exception from the standards.
 - f. In the instance of an assisted family which wants to move to another dwelling unit with continued participation, a determination of the number of bedrooms entered on the Housing Choice Voucher under the Subsidy Standards Policy.
 - g. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under Section N of this policy and HUD rules.
2. The DMMHA will not provide a participant family an opportunity for an informal hearing for any of the following:

- a. Discretionary administrative determinations by the DMMHA.
- b. General policy issues or class grievances.
- c. Establishments of the DMMHA schedule of utility allowances for families in the program.
- d. A DMMHA determination not to approve an extension or suspension of a Housing Choice Voucher term.
- e. A DMMHA determination not to approve a unit or lease.
- f. A DMMHA determination that an assisted unit is not in compliance with HQS.
- g. A DMMHA determination that the unit is not in accordance with HQS because of family size.
- h. A determination by the DMMHA to exercise or not to exercise any right or remedy against the owner under a HAP contract.

3. Notification of Termination of Benefits

- a. The DMMHA will give the participating individual or family prompt, written notice of a decision as described in Section 1 above. The notice will contain a brief statement of reasons for the decision and state that if the family does not agree with the decision, the family may request in writing, within ten days of receipt of the notice, an informal hearing. All notifications will be sent Certified, return receipt requested and regular mail.
- b. When the DMMHA determines the following: amount of the Total Tenant Payment; the Tenant Rent; the number of bedrooms entered on the Housing Choice Voucher of an assisted family who is requesting relocation, the DMMHA will notify the participant individual or family that they may ask for an explanation of the basis of the DMMHA determination and that, if they do not agree with the determination, they may request an informal hearing.
- c. In all instances where a hearing is required, the DMMHA will proceed with a hearing in a reasonably expeditious manner upon proper request.

4. Informal Hearing Procedures

The participant must submit a written request for an Informal Hearing within 10 business days after DMMHA mails the notification of the decision terminating the assistance.

Upon receipt of a written request for an informal hearing, the staff member accepting the request will date/time stamp the request and complete a Request for Hearing form. The Request for Hearing form will be given to the appropriate staff to complete a Request for Hearing form and schedule the informal hearing.

- a. The hearing may be conducted by any person or persons designated by the DMMHA, other than a person who made or approved the decision under review or a subordinate of this

person.

- b. The participating individual or family may be, at its own expense, represented by a lawyer or other representative.
- c. The Hearing Officer will regulate the conduct of the hearing. If the participant is more than 15 minutes late the Hearing Officer will declare that the tenant/participant has waived their right to the hearing.
- d. The DMMHA and the participant individual or family will be given the opportunity to present evidence and may question any witnesses.
- e. **The family will be given the opportunity to examine before the hearing any DMMHA documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the DMMHA does not make the document available for examination on request of the family, the DMMHA may not rely on the document at the hearing.**
 - i. **The term "documents" includes records and regulations.**
- f. **The DMMHA must be given the opportunity to examine at DMMHA offices before the hearing any family documents that are directly relevant to the hearing. The DMMHA must be allowed to copy any such document at the DMMHA's expense. If the family does not make the document available for examination on the request of the DMMHA, the family may not rely on the document at the hearing.**
 - i. **The term "documents" includes records and regulations.**
- g. **A delay in requesting a file review or copies of file documents will not be grounds for a continuance or reschedule of a hearing.**
- e h. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial hearings. **The family will be given the opportunity to examine, before the hearing, any DMMHA documents that are directly relevant to the hearing. The family will be allowed to copy any such documents but will be charged a fee based of the City of Des Moines, Iowa policy. A delay in requesting a file review or copies of file documents will not be grounds for a continuance or reschedule of a hearing.**
- f i. The Hearing Officer will issue a written decision stating briefly the reasons for the decision.
- g j. Factual determinations relating to the individual circumstances of the participant individual or family will be based on the evidence presented at the hearing.
- h k. A copy of the hearing decision will be furnished promptly to the participant individual or family.

5. Effects of Decision

In accordance with federal regulations, the DMMHA will not be bound by a hearing decision in the

following circumstances:

- a. Concerning a matter for which the DMMHA is not required to provide an opportunity for an informal hearing in accordance with applicable regulations.
- b. A decision in excess of the authority of the Hearing Officer, or
- c. A decision contrary to Department of Housing and Urban Development regulations or requirements, or otherwise contrary to Federal, State or Local law.

If the DMMHA determines that it is not bound by a hearing decision, the DMMHA will promptly notify the participant individual or family of the determination and the reason(s) for the determination.

Records:

1. A separate record and file of Informal Hearings conducted will be maintained for a period of three years.
2. The applicant or participant individual or family, if dissatisfied with the decision resulting from the Informal Review or Hearing, will be advised of the right to exercise their rights if they feel the determination was based on discrimination due to race, color, religion, sex, creed, national origin, handicap or age.
3. The tenant may be assessed costs associated with Administrative Hearings should the Agency's decision be upheld by the Hearing Officer.

X. DISCRIMINATION COMPLAINTS

If an incident of discrimination is alleged, the individual alleging the occurrence of discrimination will be advised of his/her rights under Federal, State and Local laws, including the right to file a complaint. If the individual chooses to file a discrimination complaint under Title VIII, the DMMHA will provide assistance in the completion of a Form HUD-903 or refer the individual to an appropriate office where assistance may be obtained (i.e. Legal Aid Society, Human Rights Department, Civil Rights Commission or to HUD). Posted in the DMMHA Administrative Office for public information and inspection is a copy of the HUD Housing Discrimination Complaint Form HUD-903, including the address of the Des Moines HUD Regional Office.

Y. FBI RECORD CHECK REQUESTS FROM PROJECT-BASED PROPERTY OWNERS

In accordance with HUD Notice PIH 2003-11, as amended, property owners may request that the City of Des Moines, Municipal Housing Agency (DMMHA) obtain FBI criminal records on their applicants and/or participants to be used in the determination of admission to a federally funded program that they administer, and/or for lease enforcement or eviction of families receiving a rental subsidy under a federally funded program.

DMMHA requires that such requests be submitted in writing and that all fees incurred by the Agency to obtain the information, plus a \$50 administrative fee per name, are reimbursed by the property owner making said request.

Z. ADMINISTRATIVE FEE RESERVES

The DMMHA will secure Municipal Housing Governing Board approval for the use of Administrative Fee

Reserves, when necessary.

III. PROGRAM MONITORING

The DMMHA will collect and compile from applicants all pertinent information regarding the problems encountered in their search for adequate housing. This information will be analyzed and correlated to determine how the DMMHA's activities can be adjusted to ensure the attainment of established goals and objectives.

The Programs Administrator will review the files periodically to ensure that all new program applicants and participants are classified as very low income families. Utilization of the above information will provide for adjustment of program procedures, when appropriate, in order to best serve the applicants and the community.

Quality Control Inspections will be accomplished as required by 24 C.F.R. 982.405 as amended.

A. Housing Assistance Payments (HAP) Contract Terminations Due to Insufficient Funds

The DMMHA reserves the right to terminate the HAP contract if DMMHA determines, in accordance with HUD requirements, that available program funding is not sufficient to support continued assistance for families in the Program. In the event that the DMMHA determines that the Agency has insufficient funds to make HAP payments for all of its current participants, HAP contracts will be terminated on a last issued, first terminated basis. The number of HAP contracts that will be terminated at any given time will be at the sole discretion of the DMMHA.

Termination letters will be sent to both the Section 8 owner and tenant no less than 60 days prior to the effective date of the termination.

DMMHA will maintain a separate waiting list of all participants whose HAP contract was terminated due to insufficient funding. At such time as DMMHA determines there is enough funding to re-issue the Housing Choice Vouchers to these families, DMMHA will re-issue on a first terminated, first issued basis. Re-issuance of assistance to participants terminated due to insufficient funds is at the sole discretion of the DMMHA.

IV. BUDGETING AND STAFFING NEEDS

Concerted effort will be required during both the initial outreach period and the then established and on-going program to reach the various segments of the community. The DMMHA Director, through staff, will be responsible for publicizing the program; receiving and screening of applications; certifying incomes; providing information to participants; reviewing requests for lease approvals; conducting inspections' and negotiation of contracts with owners. Staff involved in the Section 8 Program is as follows:

Staffing

Staff for the Section 8 Program includes:

1. Director: Overall administration of the program, including applications and financial matters.
2. Accounting Manager: Responsible for financial reports, payment of HAP Payments, requisitions and other financial matters connected with the Section 8 Program.

3. Occupancy and Program Enforcement Administrator: Responsible for day to day program operations, supervises staff involved in Section 8 Programs. Coordinates with Accounting and Inspection Departments. Prepares data for program applications, Section 8 Moderate Rehabilitation applications. Responsible for conducting reviews and hearings for terminated tenants. Prepares information for police screening on tenants.
4. Administrative Secretary (4): Prepares and types material related to Section 8 Programs, performs variety of duties connected with programs. Responsible for incoming calls and transfers Section 8 calls to the appropriate employee.
5. Bookkeeper (3): Responsible for all payables for Housing Assistance Payments, claims, incoming and outgoing portables. Responsible for preparing reports directly relating to Section 8.

Enters promissory note/monies owed information into the computer system, records payments and prepares reports for the Case Managers to use for monthly termination reports.

Responsible for payables for Section 8 vendors to include training fees and purchase requisitions for supplies. Also responsible for supplying information to City personnel regarding the check register for the Section 8 division.

6. Application Specialist (2): Takes applications, initiates and checks verifications, explains program requirements.
7. Housing Case Manager (11): Prepares and maintains participant files to include all tasks necessary in the preparation, explanation and execution of housing assistance payments, contract and assisted lease agreements, establishes and calculates rents. Conducts program briefing sessions, assists in family relocation, and performs all activities related to renewals of program assistance, to include family income updates, coordination of HQS inspections and rent increases. Other duties associated with program administration.
8. Housing Inspector (3): Inspects dwellings for compliance with Housing Quality Standards, makes recommendation concerning abatements and/or termination of HAP Contracts. Inspects vacancies as appropriate for claims for vacancy loss and/or claims for damages. Performs other duties as required.
9. Accounting Analyst: Responsible for the Section 8 general ledger which includes all reporting for the income statement and budget reports. Corresponds with financial institutions regarding financial matters for Section 8 accounts receivables. Assists Accounting Administrator in preparing annual budget and has responsibility for the training of the employee responsible for payroll. Responsible for preparing payroll for Section 8 staff which also includes responsibilities for employee benefits.
10. Senior Case Manager (3): Oversees functions of Case Managers. Coordinates file reviews, case management, and property inspections. Assists in development of policies and procedures for special programs. Reviews and approves housing assistance payments to owners. Other duties associated with program administration.

11. Leasing Administrator: Responsible for overseeing all aspects of the Admissions Division. Conducts

reviews for applicants denied for drug related/criminal activity.

12. Office Manager: Responsible for overseeing all office functions.
13. Assistant Director: Oversees all housing programs.
14. Inspections Supervisor: Responsible for overseeing the Inspections Division.

V. INCLUSIONS AND OMISSIONS

This Plan, in conjunction with applicable Federal regulations and handbooks, provides the basis for program administration. The lack of inclusion of any item in this Plan will not relieve or release a family or individual from responsibility under the provisions of applicable regulations and handbooks.

APPROVED and ADOPTED by the Board of Commissioners this 7th day of December, 1989.

AMENDED AND APPROVED by the Board of Commissioners this 14th day of May, 1991.

AMENDED AND APPROVED by the Board of Commissioners this 12th day of November, 1991.

AMENDED AND APPROVED by the Board of Commissioners this 10th day of June, 1992.

AMENDED AND APPROVED by the City Council this 21st day of November, 1994.

AMENDED AND APPROVED by the City Council this 3rd day of June, 1996.

AMENDED AND APPROVED by the City Council this 13th day of July, 1998.

AMENDED AND APPROVED by the City Council this 3rd day of April, 2000.

AMENDED AND APPROVED by the City Council this 2nd day of April, 2001.

AMENDED AND APPROVED by the City Council this 22nd day of October, 2001.

AMENDED AND APPROVED by the Governing Board this 8th day of April, 2002.

AMENDED AND APPROVED by the Governing Board this 7th day of April, 2003.

AMENDED AND APPROVED by the Governing Board this 4th day of April, 2004.

AMENDED AND APPROVED by the Governing Board this 12th day of July, 2004.

AMENDED AND APPROVED by the Governing Board this 28th day of March, 2005.

AMENDED AND APPROVED by the Governing Board this 20th day of March, 2006.

AMENDED AND APPROVED by the Governing Board this 26th day of March, 2007.

AMMENDED AND APPROVED by the Governing Board this 24th day of March, 2008.