

AGENDA

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, July 16, 2019
5:30 p.m.

Closed session immediately following

Housing Authority of the County of Merced
Administration Building
405 "U" Street
Board Room – Building B (Second Floor)
Merced, CA 95341
(209) 386-4139

Jack Jackson, Chairperson
Hub Walsh, Vice-Chair
Evelyn Dorsey
Rick Osorio
Margaret Pia
Jose Resendez
Rachel Torres

All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.

All supporting documentation is available for public review in the office of the Clerk of the Board located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.merced-pha.com

Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.

- I. **CALL TO ORDER AND ROLL**
- II. **UNSCHEDULED ORAL COMMUNICATION**

NOTICE TO THE PUBLIC

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

- III. **PUBLIC HEARING**
 - 1. **Public Housing Agency Annual Plan**



IV. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

(M/S/C): ____/____/____

V. APPROVAL OF THE FOLLOWING MEETING MINUTES:

1. June 18, 2019, Regular Meeting (M/S/C): ____/____/____

VI. CONSENT CALENDAR:

1. Rent Delinquency Report for June 2019
2. Track Summary Report for June 2019
3. Financial Reports for June 2019

(M/S/C): ____/____/____

VII. INFORMATION/DISCUSSION ITEM(S)

1. Review of the PHA Operating Budget for Fiscal Year 2019-2020.
2. Request for Proposals: Janitorial Services
3. Request for Proposals: Coin Operated Laundry Services

VIII. EXUCUTIVE DIRECTOR REPORT

None

IX. WRITTEN CORRESPONDENCE

None

X. RESOLUTION ITEM(S)

1. **Resolution No. 2019-13:** Approving the PHA Annual Plan Fiscal Year 2019 for submission to the Department of Housing & Urban Development.

(M/S/C): ____/____/____

2. **Resolution No. 2019-14:** Approving the revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP).

(M/S/C): ____/____/____

3. **Resolution No. 2019-15:** Approving the revisions to the Housing Choice Voucher Program Administrative Plan.

(M/S/C): ____/____/____

XI. ACTION ITEM(S)

None

XII. COMMISSIONER'S COMMENTS



XIII. CLOSED SESSION ITEM(S)

1. Pursuant to Government Code §54957.6
Union Negotiations
Elizabeth M. Fratarcangeli, Chief Negotiator
Rosa Vazquez, Executive Director

XIV. ADJOURNMENT



MINUTES

BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Tuesday, June 18, 2019

- I. The meeting was called to order by Chairperson Jackson at 5:33 p.m. and the Secretary was instructed to call the roll.

Commissioners Present:

Jack Jackson, Chairperson
Hub Walsh, Vice Chairperson
Evelyne Dorsey
Margaret Pia
Rachel Torres

Commissioners Absent:

Rick Osorio
Jose

Chairperson Jackson declared there was a quorum present.

Staff Present:

Rosa Vazquez, Executive Director/Board Secretary
Dave Ritchie, Legal Counsel
Cliff Hatanaka, Interim Finance Officer
Maria F. Alvarado, Clerk of the Board
Sue Speer, Director of Development
Tracy Jackson, Director of Housing Programs

Others Present:

None

II. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA:**

Addition of Gateway II & MCOE meeting update under Director's Updates.

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

III. **APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. May 14, 2019 Special Meeting

(M/S/C): Commissioner Torres/Commissioner Pia/Motion Passed

IV. **UNSCHEDULED ORAL COMMUNICATION:**

None



V. CONSENT CALENDAR:

- A. PHAS Report for May 2019
- B. Aged Receivables Report for May 2019
- C. Financial Reports for May 2019

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

A. Information/discussion Item(s):

1.) Directors Updates:

- a. Executive Director Vazquez informed the Board that the Authority is partnering with the County to assist with the upcoming census count. The capacity in which the Authority will assist is still being determined.
- b. Executive Director announced that groundbreaking for the Gateway Terrace II project is scheduled for July 24th. A time is yet to be determined and the Board will be notified of said time at the July 16th meeting.
- c. Executive Director Vazquez met with MCOE representatives to discuss a partnership with the district to provide office space that will allow for ESL classes for the Migrant Center residents and for all members of the community.
- d. Executive Director Vazquez provided the Board with a packet with information on future development the Authority is pursuing. The Authority will partner with Stanislaus Regional Housing Authority in sharing plans for these developments in an effort to generate savings to the Authority.
- e. Rental Assistance Demonstration information was presented to the Board as HUD continues outreach regarding the repositioning of Public Housing.

B. Resolutions Item(s):

- 1.) **Resolution No. 2019-09:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 19-OMS-12701 for the Atwater/Livingston Migrant Center.

(M/S/C): Commissioner Pia/Commissioner Dorsey/Motion Passed

- 2.) **Resolution No. 2019-10:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the



Housing Authority of The County of Merced Contract 19-OMS-12700 for the Rafael Silva/Los Banos Migrant Center.

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

- 3.) **Resolution No. 2019-11:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 19-OMS-12698 for the Felix Torres Migrant Center.

(M/S/C): Commissioner Pia/Commissioner Torres/Motion Passed

- 4.) **Resolution No. 2019-12:** Approving and authorizing execution of Operation and Maintenance Contract between the California Department of Housing and Community Development and the Housing Authority of The County of Merced Contract 19-OMS-112699 for the Merced Migrant Center.

(M/S/C): Commissioner Torres/Commissioner Pia/Motion Passed

C. Action Item(s):

None

VII. COMMISSIONER’S COMMENTS

The Board thanked staff for a job well done.

VIII. CLOSED SESSION ITEM(S):

None

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:04 p.m.

Chairperson Signature

Date: July 16, 2019

Secretary Signature

Date: July 16, 2019



Aged Receivables Report as of 3/31/2019

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
AMP 1							
ca023001 PH - Merced	5,666.94	1,411.99	420.00	(928.40)	6,570.53	(7,098.00)	(527.47)
ca023010 PH - Merced	3,441.64	267.12	10.00	924.14	4,642.90	(3,116.06)	1,526.84
ca023013 PH - Merced Sr	769.34	32.00	10.00	1,020.00	1,831.34	(2,217.85)	(386.51)
ca023021 PH - Acquisition	-	-	-	-	-	(70.48)	(70.48)
ca023023 PH - Acquisition	-	-	-	-	-	-	-
AMP 1 TOTALS	9,877.92	1,711.11	440.00	1,015.74	13,044.77	(12,502.39)	542.38
AMP 2							
ca023003 PH - Atwater - Cameo	1,921.02	806.15	-	-	2,727.17	(1,608.47)	1,118.70
ca023006 PH - Livingston	2,620.72	777.72	299.00	366.00	4,063.44	(6,797.56)	(2,734.12)
012a PH - Atwater	1,718.00	222.00	115.00	209.99	2,264.99	(1,988.20)	276.79
012b PH - Winton	258.00	-	-	(301.00)	(43.00)	(1,180.75)	(1,223.75)
AMP 2 TOTALS	6,517.74	1,805.87	414.00	274.99	9,012.60	(11,574.98)	(2,562.38)
AMP 3							
ca023002 PH - Los Banos	1,814.40	651.87	25.00	-	2,491.27	(2,580.46)	(89.19)
ca023004 PH - Los Banos - Abby, B, C & D	4,784.24	422.36	137.00	(27.08)	5,316.52	(5,446.48)	(129.96)
ca023005 PH - Dos Palos - West Globe	2,152.09	354.82	83.39	691.98	3,282.28	(1,981.46)	1,300.82
ca023011 PH - Los Banos - J & K St	738.00	20.00	-	-	758.00	(897.84)	(139.84)
012c PH - Dos Palos - Alleyne	1,524.00	-	-	-	1,524.00	(1,229.69)	294.31
012d PH - Dos Palos - Globe	377.33	609.00	-	245.25	1,231.58	(525.05)	706.53
AMP 3 TOTALS	11,390.06	2,058.05	245.39	910.15	14,603.65	(12,660.98)	1,942.67
AMP 4							
ca023024 PH - 1st Street	830.00	141.00	(85.00)	-	886.00	(2.00)	884.00
AMP 4 TOTALS	830.00	141.00	(85.00)	-	886.00	(2.00)	884.00
VALLEY VIEW							
atw Atwater Elderly	655.00	214.00	292.00	690.00	1,851.00	(1,829.00)	22.00
dp Dos Palos Elderly	1,383.00	45.00	10.00	(258.00)	1,180.00	(2,386.00)	(1,206.00)
mid Midway	3,396.78	(345.79)	591.00	(719.95)	2,922.04	(3,875.80)	(953.76)
VALLEY VIEW TOTALS	5,434.78	(86.79)	893.00	(287.95)	5,953.04	(8,090.80)	(2,137.76)
FELIX TORRES YEAR ROUND							
ft-yr Felix Torres Year Round Center	901.00	368.00	-	3,256.00	4,525.00	(3,716.02)	808.98
FELIX TORRES YEAR ROUND TOTALS	901.00	368.00	-	3,256.00	4,525.00	(3,716.02)	808.98
HOUSING AUTHORITY TOTALS	34,951.50	5,997.24	1,907.39	5,168.93	48,025.06	(48,547.17)	(522.11)

PHAS Tracking Summary Fiscal Year Ending 09/30/19

Indicators	Estimated Status at End of Month												
Sub-Indicator #1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		3	15	23	33	47	60	60	69	71			
Average Lease Up Days		1.5	2	2	3	3	3	3	3	3			
Make Ready Time		339	477	580	662	785	872	872	922	1362			
Average Make Ready Days		169.5	68	58	55	49	44	44	40	50			
Down Days		2	77	94	119	218	354	354	460	277			
Average Down Days		1	11	9	10	14	18	18	20	10			
Total # Vacant Units Turned		2	7	10	12	16	20	20	23	27			
Total # Turn Around Days		344	569	697	814	1050	1286	1286	1451	1710			
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	172	81	70	68	66	64	64	63	63			

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%	100%	100%	100%	100%	100%	100%	100%			
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	12	12	12	9	9	11	16	16	16			

Housing Authority of the County of Merced
Financial Statement - AMP 1 (.fs-amp1)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	495,489	484,080	11,409	2	726,120
TOTAL GRANT INCOME	364,710	356,000	8,710	2	534,000
TOTAL OTHER INCOME	0	400	-400	-100	600
TOTAL INCOME	860,199	840,480	19,719	2	1,260,720
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	266,546	258,198	-8,348	-3	387,297
TOTAL TENANT SERVICES EXPENSES	5,364	450	-4,914	-1,092	675
TOTAL UTILITY EXPENSES	110,138	126,249	16,111	13	189,374
TOTAL MAINTENACE EXPENSES	225,487	245,769	20,282	8	368,653
TOTAL GENERAL EXPENSES	77,843	85,232	7,389	9	127,849
TOTAL HOUSING ASSISTANCE PAYMENTS	723	1,600	877	55	2,400
TOTAL NON-OPERATING ITEMS	84,866	84,866	0	0	127,298
TOTAL EXPENSES	770,967	802,364	31,397	4	1,203,546
NET INCOME	89,232	38,116	51,116	134	57,174

Housing Authority of the County of Merced
Financial Statement - AMP 2 (.fs-amp2)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	380,091	391,213	-11,123	-3	586,820
TOTAL GRANT INCOME	196,353	186,667	9,686	5	280,000
TOTAL OTHER INCOME (1)	78,859	0	78,859	N/A	0
TOTAL INCOME	655,303	577,880	77,423	13	866,820
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	146,543	175,789	29,246	17	263,684
TOTAL TENANT SERVICES EXPENSES	4,081	0	-4,081	N/A	0
TOTAL UTILITY EXPENSES	106,968	121,067	14,099	12	181,600
TOTAL MAINTENACE EXPENSES (2)	206,765	179,047	-27,718	-15	268,570
TOTAL GENERAL EXPENSES	53,646	53,666	20	52	80,499
TOTAL HOUSING ASSISTANCE PAYMENTS	202	600	398	66	900
TOTAL NON-OPERATING ITEMS	47,582	47,582	0	0	71,372
TOTAL EXPENSES	565,787	577,751	11,964	2	866,625
NET INCOME	89,516	129	89,387	69,292	195

(1) Insurance recovery for fire damage to unit

(2) Higher Contract Building Expense and Abatement

Housing Authority of the County of Merced
Financial Statement - AMP 3 (.fs-amp3)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
Total Rental Income	350,967	372,000	-21,033	-6	558,000
NET TENANT INCOME	380,517	381,000	-483	0	571,500
TOTAL GRANT INCOME	246,367	248,000	-1,633	-1	372,000
TOTAL INCOME	626,884	629,000	-2,116	0	943,500
EXPENSES					
Total Miscellaneous Admin Expenses	16,566	17,420	854	5	26,130
TOTAL ADMINISTRATIVE EXPENSES (1)	163,637	210,862	47,225	22	316,293
TOTAL TENANT SERVICES EXPENSES	7,717	0	-7,717	N/A	0
TOTAL UTILITY EXPENSES	95,340	97,853	2,513	3	146,780
TOTAL MAINTENACE EXPENSES	211,476	210,353	-1,123	-1	315,530
TOTAL GENERAL EXPENSES	56,842	59,005	2,163	4	88,508
TOTAL HOUSING ASSISTANCE PAYMENTS	785	800	15	2	1,200
TOTAL NON-OPERATING ITEMS	38,950	38,950	0	0	58,425
TOTAL EXPENSES	574,747	617,823	43,076	7	926,736
NET INCOME	52,137	11,177	40,960	366	16,764

(1) Lower than budgeted Admin personnel costs

Housing Authority of the County of Merced
AMP4 - 1st Street, Merced (.fs-amp4)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	10,083	10,400	-317	-3	15,600
TOTAL GRANT INCOME	21,426	13,333	8,092	61	20,000
TOTAL INCOME	31,509	23,733	7,775	33	35,600
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	6,707	5,937	-769	-13	8,906
TOTAL UTILITY EXPENSES	3,517	4,040	523	13	6,060
TOTAL MAINTENACE EXPENSES	5,098	4,690	-407	-9	7,035
TOTAL GENERAL EXPENSES	2,166	2,280	114	5	3,420
TOTAL HOUSING ASSISTANCE PAYMENTS	0	40	40	100	60
TOTAL NON-OPERATING ITEMS	31,838	31,838	0	0	47,757
TOTAL EXPENSES	49,326	48,825	-499	-1	73,238
NET INCOME	-17,817	-25,092	7,276	-29	-37,638

Housing Authority of the County of Merced
All HCV Properties (.fs-hcv)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1)	12,127,302	12,796,000	-668,698	-5	19,194,000
TOTAL OTHER INCOME	677	3,200	-2,523	-79	4,800
TOTAL INCOME	12,127,979	12,799,200	-671,221	-5	19,198,800
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2) (3) (4)	988,484	1,055,760	67,276	6	1,583,640
TOTAL TENANT SERVICES EXPENSES	3,946	0	-3,946	N/A	0
TOTAL MAINTENACE EXPENSES (5)	3,687	74,900	71,213	95	112,350
TOTAL GENERAL EXPENSES	52,682	48,540	-4,142	-9	72,810
TOTAL HOUSING ASSISTANCE PAYMENTS (6)	10,944,821	11,620,000	675,179	6	17,430,000
TOTAL EXPENSES	11,993,620	12,799,200	805,580	6	19,198,800
NET INCOME	134,359	0	134,359	90,224,781	0

(1) Lower HAP from HUD \$735M

(2) Lower Management Fees \$35M

(3) Lower Software License Costs \$45M

(4) Contract Inspections booked under Admin \$37M, budgeted under Contract work under Maintenance Expense

(5) Contract Inspection budgeted under Maintenance \$72M, booked under Admin Expenses

(6) Lower HAP issued \$675M

Housing Authority of the County of Merced
Central Office Cost Center (cocc)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1) (2)	646,863	762,185	-115,322	-15	1,143,277
TOTAL INCOME	646,863	762,185	-115,322	-15	1,143,277
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	613,200	633,815	20,616	3	950,723
TOTAL TENANT SERVICES EXPENSES	1,228	0	-1,228	N/A	0
TOTAL UTILITY EXPENSES	21,337	25,933	4,597	18	38,900
TOTAL MAINTENANCE EXPENSES	39,996	50,980	10,985	22	76,470
TOTAL GENERAL EXPENSES	44,986	47,833	2,847	6	71,750
TOTAL EXPENSES	720,747	758,561	37,817	5	1,137,843
NET INCOME	-73,884	3,624	-77,505	-2,139	5,434

(1) Asset Mgmt Fee contingent on cash availability at end of year. This fee is assessed at end of year, if available

(2) Admin Fee Income is tied to Capital Funds. It is drawn as Capital Funds are expended.

Housing Authority of the County of Merced
Langdon Villas (langdon)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	31,495	30,800	695	2	46,200
TOTAL OTHER INCOME (1)	216,268	167,117	49,150	29	250,676
TOTAL INCOME	247,763	197,917	49,845	25	296,876
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2) (3)	118,731	49,154	-69,577	-142	73,731
TOTAL UTILITY EXPENSES	913	1,067	154	14	1,600
TOTAL MAINTENACE EXPENSES (4)	15,332	2,933	-12,398	-423	4,400
TOTAL GENERAL EXPENSES	30,379	32,267	1,888	6	48,400
TOTAL NON-OPERATING ITEMS	2,292	2,293	0	0	3,439
TOTAL EXPENSES	167,647	87,714	-79,933	-82	131,570
NET INCOME	80,116	110,203	-30,088	-20	165,306

- (1) Refund of construction costs from PG&E, Plainburg Rd and HWY 140 \$28M
- (2) Consultants for Accounting Year End Closing \$20M
- (3) Bond Fees (31M)
- (4) Contract work including Landscaping and Vehicle Maintenance

Housing Authority of the County of Merced
Obanion Learning Center (obanion)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	131,009	124,933	6,075	5	187,400
TOTAL INCOME	131,009	124,933	6,075	5	187,400
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	13,611	13,433	-177	-1	20,150
TOTAL UTILITY EXPENSES	34,766	44,893	10,127	23	67,340
TOTAL MAINTENANCE EXPENSES	20,594	24,507	3,912	16	36,760
TOTAL GENERAL EXPENSES	1,112	880	-232	-26	1,320
TOTAL NON-OPERATING ITEMS	35,867	35,867	0	0	53,800
TOTAL EXPENSES	105,950	119,580	13,630	11	179,370
NET INCOME	25,058	5,353	19,705	368	8,030

Housing Authority of the County of Merced
Felix Torres Year Round (.fs-ftyr)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	379,661	352,400	27,261	8	528,600
TOTAL OTHER INCOME	9	0	9	N/A	0
TOTAL INCOME	379,670	352,400	27,270	8	528,600
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	38,776	65,986	27,210	41	98,979
TOTAL UTILITY EXPENSES	46,213	62,595	16,381	26	93,892
TOTAL MAINTENACE EXPENSES	61,870	53,038	-8,833	-17	79,556
TOTAL GENERAL EXPENSES	8,511	13,873	5,362	39	20,810
TOTAL FINANCING EXPENSES (1)	75,352	22,000	-53,352	-243	33,000
TOTAL NON-OPERATING ITEMS	130,314	133,194	2,880	2	199,791
TOTAL EXPENSES	361,036	350,686	-10,351	-3	526,029
NET INCOME	18,633	1,714	16,919	987	2,571

(1) Interest Expenses budget too low

Housing Authority of the County of Merced
Financial Stmt - Valley View (.fs-vv)
Budget Comparison
Period = Oct 2018-May 2019

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	381,023	374,000	7,023	2	561,000
TOTAL OTHER INCOME	-200	0	-200	N/A	0
TOTAL INCOME	380,823	374,000	6,823	2	561,000
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	98,861	98,992	131	0	148,487
TOTAL UTILITY EXPENSES	59,879	68,347	8,468	12	102,520
TOTAL MAINTENACE EXPENSES (1) (2)	161,171	98,440	-62,731	-64	147,661
TOTAL GENERAL EXPENSES	14,588	15,163	575	4	22,744
TOTAL FINANCING EXPENSES (3)	108,333	108,333	0	0	162,500
TOTAL NON-OPERATING ITEMS	27,012	27,013	0	0	40,519
TOTAL EXPENSES	361,512	416,287	54,775	13	624,431
NET INCOME	19,311	-42,287	61,598	146	-63,431

(1) Alarm system at Atwater and Dos Palos Elderly facilities \$43M

(2) HVAC for Midway \$12M

**Housing Authority of the County of Merced
Financial Stmt - Migrant (.fs-mig)
Budget Comparison
Period = Jul 2018-May 2019**

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
Total - OMS Operating Grant	1,141,321	969,306	-172,015	-18	1,057,426
TOTAL INCOME	1,141,321	969,306	-172,015	-18	1,057,426
EXPENSES					
Total - Center Personnel	566,770	488,894	-77,876	-16	533,339
Total - Operating Expenses	298,681	277,969	-20,712	-7	303,239
Total - Maintenance Expenses	55,199	26,528	-28,670	-108	28,940
Total - Contractor Administration	97,446	100,949	3,503	3	110,126
Total - Debt Service and Replacement (1)	123,225	74,966	-48,259	-64	81,782
TOTAL EXPENSES	1,141,321	969,306	-172,014	-18	1,057,426
		62,902	62,902	100	68,620
TOTAL	1,141,321	1,032,208	-109,111	-11	1,126,046

(1) Two annual payments made in single 12 month period \$41M

HOUSING AUTHORITY OF THE COUNTY OF MERCED
 BUDGET SUMMARY

2019-2020 FISCAL YEAR

	PUBLIC HOUSING	HCV	COCC	LANGDON	OBANION	VALLEY VIEW	FELIX TORRES YR	MIGRANT	TOTAL BUDGET
REVENUES									
TENANT INCOME	1,894,520	-	-	56,200	195,610	565,870	563,210	-	3,275,410
GRANT INCOME	1,383,680	20,659,330	-	-	-	-	-	1,387,631	23,430,641
OTHER INCOME	-	1,200	1,195,390	288,290	-	-	-	-	1,484,880
TOTAL REVENUES	3,278,200	20,660,530	1,195,390	344,490	195,610	565,870	563,210	1,387,631	28,190,931
EXPENSES									
TOTAL ADMINISTRATIVE	1,117,270	1,794,680	1,034,690	55,140	20,100	171,880	119,780	851,159	5,164,699
TOTAL UTILITIES	526,320	-	44,200	1,600	74,470	94,280	90,590	271,020	1,102,480
TOTAL MAINTENANCE AND OPS	953,650	116,450	75,750	6,250	36,700	167,250	84,550	88,350	1,528,950
TOTAL GENERAL EXPENSE	332,230	85,850	46,950	45,460	1,670	35,780	19,670	26,700	594,310
TOTAL HOUSING ASSISTANCE	-	18,711,700	-	-	-	-	-	-	18,711,700
TOTAL FINANCING	-	-	-	110,450	-	76,670	24,760	150,402	362,282
TOTAL NON-OPERATING	304,850	-	-	3,440	53,800	40,510	199,791	-	602,391
TOTAL EXPENSES	3,234,320	20,708,680	1,201,590	222,340	186,740	586,370	539,141	1,387,631	28,066,812
GAIN OR LOSS (CURRENT REVISION)	43,880	(48,150)	(6,200)	122,150	8,870	(20,500)	24,069	-	124,119
ORIGINAL BUDGET 2018-2019									
BOARD APPROVED BUDGET GAIN/LOSS	36,495	(62,667)	16,971	193,045	8,030	(63,431)	2,571	-	131,014
VARIANCES - GAIN/(LOSS)	7,385	14,517	(23,171)	(70,895)	840	42,931	21,498	-	(6,895)

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Sue Speer, Director of Development and Asset Management

DATE: July 16, 2019

SUBJECT: Request for Proposal for Janitorial Services

In compliance with the Housing Authority of the County of Merced (Authority) Procurement Policy the Authority, issued a Request for Proposal (RFP) for Janitorial Services for the Administration Offices and common areas of the John O'Banion Community Learning Center on May 22, 2019.

To remain compliant with the Department of Housing and Urban Development (HUD) regulations, the Authority must procure services no more than every five years.

The Authority solicited for properly licensed Janitorial and Custodial companies to provide janitorial services. It is the intention of the Authority to enter into a one-year contract with two (2) 2-year renewal options for a total not to exceed 5 years. The contract will include an option which allows the Authority to terminate the contract for Convenience and Default, Contract Breach and/or for Cause.

To obtain optimal advertising, the Authority:

- Mailed twenty-five (25) solicitation letters to janitorial and custodial companies
- Referred the RFP to area Builders Exchanges
- Listed the RFP on the Authority website.

Public/Legal Notices were published three times in the Merced Sun Star and twice the Modesto Bee newspapers.

Responses to the RFP were due by June 18, 2019. Those RFP responses received by the due date will be reviewed by an Evaluation Committee that will evaluate, score and will weigh together the submittals to determine a contract award recommendation.

The final award recommendation will be presented to the Board of Commissioners at the August 2019 meeting.

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Sue Speer, Director of Development and Asset Management

DATE: July 16, 2019

SUBJECT: Request for Proposal for Coin-Operated Laundry Services

In compliance with the Housing Authority of the County of Merced (Authority) Procurement Policy the Authority, has issued a Request for Proposal (RFP) for Coin-Operated Laundry Services for Authority's properties that have a laundry rooms on July 9, 2019.

To remain compliant with the Department of Housing and Urban Development (HUD) regulations, the Authority must procure services no more than every five years.

The Authority is soliciting for companies who provide coin-operated laundry Service. It is the intention of the Authority to enter into a one-year contract with two (2) 2-year renewal options for a total not to exceed 5 years. The contract will include an option which allows the Authority to terminate the contract for Convenience and Default, Contract Breach and/or for Cause.

To obtain optimal advertising, the Authority will:

- Mail (25) solicitation letters to laundry service companies
- Refer the RFP to area Builders Exchanges, including nationwide exchanges
- List the RFP on the Authority website

Public/Legal Notices will be published twice in both the Modesto Bee and Sacramento newspapers.

Responses to the RFP will due by July 30, 2019. Those RFP responses received by the due date will be reviewed by an Evaluation Committee that will evaluate, score and will weigh together the submitted proposals to determine a contract award recommendation.

The final award recommendation will be presented to the Board of Commissioners at the August 2019 meeting.

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: July 16, 2019

SUBJECT: Recommendation to adopt **Resolution No. 2019-13**, approving the Annual Plan FY 2019 for submission to HUD.

The Quality Housing and Work Responsibility Act of 1998 requires local Housing Authorities to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Five Year Plan every fifth year and an Annual Plan every year.

The Housing Authority of the County of Merced (Authority) Five Year Plan covers fiscal years 2015 – 2020 was approved by the Board and HUD in the last submission cycle. This Annual Plan covers fiscal year 2019 – 2020.

The Authority Plan must be adopted by the Authority Board of Commissioners after input by assistance housing residents and the general public during a forty-five (45) day comment period.

The Authority staff advertised the proposed 2019 – 2020 Annual Plan by posting a public notice in the Merced Sun Star. The notice started the forty-five (45) day public comment period.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-13**, approving the Annual Plan FY 2019 for submission to HUD.

RESOLUTION NO. 2019-13

**APPROVING THE PHA ANNUAL PLAN
FY 2019 FOR SUBMISSION TO HUD**

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 requires local Housing Authorities to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Five Year Plan every fifth year, and Annual Plan every year ; and

WHEREAS, the Authority Five Year Plan, which covers fiscal years 2015-2020 was approved by the Board and HUD, this Annual Plan covers fiscal year 2019-2020; and

WHEREAS, the Plan is in full compliance with HUD regulations, will be on display for a period of 45 days for public review and comment commencing on May 18, 2019, and the required Public Hearing was held during a Board meeting July 16, 2019; and

WHEREAS, the Plan is consistent with the Consolidated Plans of the City of Merced and the State of California,

THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the Fiscal Year 2019 Annual Plan for submission to HUD.

The foregoing resolution was introduced at the July 16, 2019 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Noes:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated July 16, 2019

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: July 16, 2019

SUBJECT: Recommendation to adopt **Resolution No. 2019-14**, approving the revision of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

The Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice.

At this time, it is necessary to revise all of the Admissions and Occupancy Policy (ACOP). The revisions are needed in order to be consistent and compliant with the HUD 24 CFR language and current practice.

Attached for your review are the proposed revisions.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-14**, approving the revision of the Public Housing Admissions and Continued Occupancy Policy (ACOP).



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Fiscal Year 2019-2020 Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program

Summary of Changes

At least once a year, the Housing Authority updates the ACOP to reflect changes to the Public Housing Program based on notices issued by the Department of Housing and Urban Development (HUD) and/or State and local government entities. In this revision, the Housing Authority made changes to the ACOP and is using the template provided by Nan McKay and Associates. The formatting has changed and some of the sections have been moved; however, the content remains the same (citations, notices, policies, etc.). The following outlines the revisions beginning October 1, 2019. The ACOP reference column refers to the location of the corresponding chapter and section of the ACOP effective October 1, 2019.

ACOP Reference	Current	Proposed
Chapter 2, Fair Housing and Equal Opportunity , Part I, 2-I.A.; Part II, 2-II.C.; Part II, 2-II.D. and Part II, 2-II.G. Pages: <ul style="list-style-type: none"> • 2-3; • 2-7; • 2-10 	Part I, 2-I.A. Overview– <ul style="list-style-type: none"> • Title VI of the Civil Rights Act of 1964; • Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988); • Executive Order 11063; • Section 504 of the Rehabilitation Act of 1973; • The Age Discrimination Act of 1975; • Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair 	<i>Part I, 2-I.A. – added</i> <ul style="list-style-type: none"> • <i>Equal Access regardless of Sexual Orientation or Gender Identity Final Rule; and</i> • <i>Violence against Women Act (VAWA)</i>



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	<p>Housing Amendments govern); and</p> <ul style="list-style-type: none"> Any applicable state laws or local ordinances and any legislation protecting individual rights of tenants, applicants, or staff that may subsequently be enacted. <p>Part II, 2-II.C. Request for Reasonable Accommodation – The Housing Authority will not grant a reasonable accommodation that would allow the tenants to grow, use, otherwise possess, or distribute medical marijuana, even if in doing so such tenants are complying with state laws authorizing medical marijuana related conduct.</p> <p>Part II, 2-II.D. Verification of Disability –</p> <ul style="list-style-type: none"> Third-party verification must be obtained from an individual identified by the applicant or participant who is competent to make the determination. A doctor or other medical professional, a peer 	<p>Part II, 2-II.C. – <i>added</i> “recreational or medicinal” with the marijuana prohibition clause.</p> <p>The Housing Authority will not grant a reasonable accommodation that would allow the tenants to grow, use, otherwise possess, or distribute medical marijuana (<i>recreational or medicinal</i>), even if in doing so such tenants are complying with state laws authorizing medical marijuana related conduct.</p> <p>Part II, 2-II.D. – <i>added</i> confidentiality statement</p> <ul style="list-style-type: none"> In the event that the Housing Authority does receive confidential information about a person’s specific diagnosis, treatment, or the nature or severity of the disability, the Housing Authority will dispose
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	<p>support group, a non-medical service agency, or a reliable third-party who is in a position to know about the individual's disability may provide verification of a disability [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].</p> <ul style="list-style-type: none"> • The Housing Authority must request only information that is necessary to evaluate the disability related need for the reasonable accommodation. The Housing Authority may not inquire about the nature or extent of any disability. • Medical records will not be accepted or retained in the participant file. <p>Part II, 2-II.G. Physical Accessibility –</p> <ul style="list-style-type: none"> • PIH 2003-31 (HA), Accessibility Notice • Notice PIH 2003-31(HA) Accessibility Notice: Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Architectural Barriers Act of 1968, and the Fair 	<p>of it. In place of the information, the Housing Authority will note in the file that the disability and other requested information have been verified, the date the verification was received, and the name and address of the knowledgeable professional who sent the information [Notice PIH 2010-26].</p> <p>Part II, 2-II.G. – <i>updated</i> PIH Notice</p> <ul style="list-style-type: none"> • Notice PIH 2010-26 • Notice PIH 2010-26 summarizes information about pertinent laws and implementing regulations related to nondiscrimination and accessibility in
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	<p>Housing Act of 1988 summarizes information about pertinent laws and implementing regulations related to non-discrimination and accessibility in federally funded housing programs.</p>	<p>federally-funded housing programs.</p>
<p>Chapter 3, Eligibility, Part I, 3-I.C.; Part I, 3-I.L.; Part I, 3-I.M.; Part II, 3-II.C.; Part III, 3-III.A.; Part III, 3-III.B.; Part, 3-III.D.</p> <p>Pages:</p> <ul style="list-style-type: none"> • 3-2 and 3-3; • 3-7 and 3-9; • 3-11; • 3-16; • 3-18; • 3-23 	<p>Part I, 3-I.C. Family Break-Up and Remaining Member of Tenant Family -</p>	<p>Part I, 3-I.C. – <i>added</i> the word “Family” to heading and discretion conditions regarding family break-up</p> <p>Family Break-up Except under the following conditions, the Housing Authority has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up:</p> <ul style="list-style-type: none"> • If the family breakup results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the Housing Authority must ensure that the victim retains assistance. (For documentation requirements and policies related to domestic violence, dating violence, sexual



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	<p>In the absence of a judicial decision or an agreement among the original family members, the Housing Authority will determine which family retains their placement on the waiting list, or will continue in occupancy taking into consideration the following factors: (1) the interest of any minor children, including custody arrangements, (2) the interest of any ill, elderly, or disabled family members, (3) any possible risks to family members as a result of domestic violence or criminal activity, and (4) the recommendations of social service professionals.</p>	<p>assault, and stalking, see Chapter 19 of this ACOP.)</p> <ul style="list-style-type: none">• If a court determines the disposition of property between members of the assisted family, the Housing Authority is bound by the court's determination of which family members continue to receive assistance. <p>In the absence of a judicial decision or an agreement among the original family members, the Housing Authority will determine which family retains their placement on the waiting list or will continue in occupancy. In making its determination, the Housing Authority will take into consideration the following factors: (1) the interest of any minor children, including custody arrangements; (2) the interest of any ill, elderly, or disabled family members; (3) the interest of any family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, including a family</p>
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	<p>Part I, 3-I.L. Absent Family Members –</p>	<p>member who was forced to leave a public housing unit as a result of such actual or threatened abuse, and provides documentation in accordance with Chapter 19 of this ACOP, and (4) the recommendations of social service professionals.</p> <p>Part I, 3-I.L. – <i>added</i> definitions of Temporarily and Permanently Absent:</p> <p>The Housing Authority must compute all applicable income of every family member who is on the lease, including those who are temporarily absent.</p> <p>Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazard duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.</p> <p>It is the responsibility of the head of household to report changes in family</p>
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		<p>composition. The Housing Authority will evaluate absences from the unit in accordance with this policy.</p> <p>Generally, an individual who is or is expected to be absent from the public housing unit for ninety (90) consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally, an individual who is or is expected to be absent from the public housing unit for more than ninety (90) consecutive days is considered permanently absent and no longer a family member. (see Chapter 9 for Absence of Entire Family).</p> <p>Absence of Any Member Any member of the household will be considered permanently absent if they are away from the unit for more than ninety (90) consecutive days in a 12 month-period except as otherwise provided in this chapter.</p> <p>When someone who has been considered a family member attends school</p>
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		<p>away from home, the person will continue to be considered a family member unless information becomes available to the Housing Authority indicating that the student has established a separate household or the family declares that the student has established a separate household.</p> <p>If the sole member is incarcerated for more than sixty (60) consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member will be considered permanently absent if s/he is incarcerated for sixty (60) consecutive days. The rent and other charges must remain current during this period. However, depending on the seriousness of the offense and evidence of criminal activity the member will be prohibited readmission to the program.</p> <p><i>added "Absence due to Incarceration"</i> Absence due to Incarceration If the sole member is incarcerated for more than</p>
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	<p>Part I, 3-I.M. Live-In Aide –</p> <ul style="list-style-type: none">• The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;• The person has a history of drug-related criminal activity or violent criminal activity;• The person currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with the Housing Choice Voucher Program (HCVP), formerly known as Section 8 or public housing assistance under the	<p>sixty (60) consecutive days, they will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if they are incarcerated for sixty (60) consecutive days.</p> <p>The Housing Authority will determine if the reason for incarceration for consideration of taking action as appropriate.</p> <p>Part I, 3-I.M. – <i>added</i> bullet for lifetime registration requirement:</p> <ul style="list-style-type: none">• The person is subject to a lifetime registration requirement under the State Sex Offender Registration program.
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	<p>United States Housing Act of 1937;</p> <p>Within ten (10) business days of receiving a request for a live-in aide, including all required documentation related to the request, the Housing Authority will notify the family of its decision in writing.</p> <p>Part II, 3-II.C. Social Security Numbers – SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218, PIH 2012-10 (HA)]</p> <p>Part III, 3-III.A. Overview – In addition, HUD permits the Housing Authority to deny admission based on certain types of current or past behaviors of family members as discussed in this part.</p>	<p><i>Changed response time to ten (10) calendar days instead of business days</i> Within ten (10) <i>calendar</i> days of receiving a request for a live-in aide, including all required documentation related to the request, the Housing Authority will notify the family of its decision in writing.</p> <p><i>Part II, 3-II.C. – updated Header to reflect newer PIH Notice</i> 3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218, PIH 2018-24 (HA)]</p> <p><i>Part III, 3-III.A. – added statement regarding denial of admission on the basis of or as a direct result of VAWA.</i> In addition, HUD permits the Housing Authority to deny admission based on certain types of current or past behaviors of family members as discussed in this part. <i>The PHA’s authority in this area is limited by the Violence</i></p>
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	<p>Part III, 3-III.B. Required Denial of Admission – <i>Currently engaged in illegal use of a drug is defined as any use of illegal drugs during</i></p>	<p>Against Women Act of 2013 (VAWA), which expressly prohibits the denial of admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been the victim of domestic violence, dating violence, sexual assault, or stalking [24 CFR 5.2005(b)].</p> <p>These topics are covered in the following subsection of this Chapter:</p> <ul style="list-style-type: none"> • <i>Required denial of admission</i> • <i>Other permitted reasons for denial of admission</i> • <i>Screening</i> • <i>Criteria for deciding to deny admission</i> • <i>Prohibition against denial of admission to victims of domestic violence, dating violence, sexual assault, or stalking</i> • <i>Notice of eligibility or denial</i> <p>Part III, 3-III.B. – <i>defined denial based on record of convictions and arrests</i> <i>Currently engaged in illegal use of a drug is defined as any use of illegal drugs during</i></p>
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	<p>the previous six (6) months. In determining reasonable cause, the Housing Authority will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol.</p>	<p>the previous six (6) months. In determining reasonable cause, the Housing Authority will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. A record of arrest(s) may not be used as the basis for the denial or proof that the applicant engaged in disqualifying criminal activity. Although a record of arrest(s) may not be used to deny a housing opportunity, the Housing Authority may make an adverse housing decision based on the conduct underlying an arrest if the conduct indicates that the individual is not suitable for tenancy and the Housing Authority has sufficient evidence other than the fact of arrest that the individual engaged in the conduct. The conduct, not the arrest, is what is relevant for admissions and tenancy decisions. The Housing Authority will also consider evidence from treatment</p>
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	<p>Part, 3-III.D. Screening –</p>	<p>providers or community-based organizations providing services to household members.</p> <p>Part, 3-III.D. – <i>added</i> suitability screening section Screening for Suitability as a Tenant [24 CFR 960.203(c)]</p> <p>The Housing Authority is responsible for the screening and selection of families to occupy public housing units. The Housing Authority may consider all relevant information. Screening is important to public housing communities and program integrity, and to ensure that assisted housing is provided to those families that will adhere to lease obligations.</p> <p><u>Housing Authority Procedure</u> The Housing Authority will consider the family’s history with respect to the following factors:</p> <ul style="list-style-type: none">• Payment of rental history• Caring for a unit and premises• Respecting the rights of other residents to the peaceful enjoyment of their housing
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		<ul style="list-style-type: none"> • Criminal activity that is a threat to the health, safety, or property of others • Behavior of all household members as related to the grounds for denial as detailed in Sections 3-III. B and C • Compliance with any other essential conditions of tenancy
<p>Chapter 4, Applications, Waiting List and Tenant Section, Part I, 4-I.B. and Part I, 4-I.D. Pages:</p> <ul style="list-style-type: none"> • 4-2; • 4-4 	<p>Part I, 4-I.B. Applying for Assistance – Depending upon the length of time that applicants may need to wait to be housed, the Housing Authority may use a one-step or two-step pre-application process.</p> <p>A one-step process may be used when it is expected that a family will be selected from the waiting list within sixty (60) days of the date of pre-application. At full application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.</p> <p>A two-step process may be used when it is expected that a family will not be selected from the</p>	<p>Part I, 4-I.B. – <i>updated</i> the two-phase pre-application process: When the waiting list is open, the Housing Authority will accept pre-applications online at www.merced-pha.com. Families will be required to provide an email address. The Housing Authority may allow an applicant to submit a paper pre-application if needed as a reasonable accommodation.</p> <p>The purpose of pre-application taking is to permit the Housing Authority to gather information and determine placement on the waiting list. The pre-application will contain questions designed to obtain pertinent family information.</p>



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	<p>waiting list for at least sixty (60) days from the date of pre-application. Under the two-step application process, the Housing Authority initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.</p> <p>The Authority is permitted by HUD to determine the format and content of pre-applications. For the purpose of establishing a waiting list, pre-applications will be accepted from any family wishing to apply for Public Housing. The Authority may select one or more of the following methods for pre-applications:</p> <ol style="list-style-type: none">1. Online2. By phone3. By mail4. Submitted in person5. By other method as described in the public announcement	<p>Families who wish to apply for any one of the Housing Authority's programs must complete an online pre-application when the waiting list is open. Pre-applications will be made available in an accessible format upon request from a person with a disability.</p> <p>The pre-application process will involve two phases. The first is the "initial" pre-application for housing assistance (referred to as a pre-application). This first phase results in the family's placement on the waiting list. The pre-application will be electronically dated, timestamped. The Housing Authority will maintain in a database until applicant name is selected from the waiting list.</p> <p>The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family is selected from the waiting list. At this time the Housing Authority ensures that families are</p>
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	<p>Part I, 4-I.D. Placement on the Waiting List –</p>	<p>eligible and suitability requirement is met.</p> <p>The Housing Authority is permitted by HUD to determine the format and content of pre-applications. For the purpose of establishing a waiting list, pre-applications will be accepted from any family wishing to apply for Public Housing. The Housing Authority may select one or more of the following methods for pre-applications:</p> <ol style="list-style-type: none"> 1. Online 2. By phone 3. By mail 4. Submitted in person 5. By other method as described in the public announcement <p>Part I, 4-I.D. – added Procedure for pre-applications deemed Ineligible for placement on the waiting list:</p> <p>Ineligible for Placement on the Waiting List</p> <p>Housing Authority Procedure</p>
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		<p>If the Housing Authority determines from the pre-application provided that a family is ineligible, the family will not be placed on the waiting list. When a family is determined to be ineligible, the Housing Authority will send written notification of the ineligibility determination within ten (10) business days of receipt of the completed pre-application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 14).</p>
<p>Chapter 5, Occupancy Standards and Unit Offers, Part I, 5-I.B. Pages: • 5-2</p>	<p>Part I, 5-I.B. Determining Unit Size –</p> <p>The Housing Authority will use the same occupancy standards for each of its developments. The Housing Authority’s occupancy standards are as follows:</p> <p><input type="checkbox"/> The Housing Authority will assign one bedroom for each two persons within the household, except in the following circumstances:</p>	<p>Part I, 5-I.B. – <i>updated occupancy standard for foster children:</i></p> <p>The Housing Authority will use the same occupancy standards for each of its developments. The Housing Authority’s occupancy standards are as follows:</p> <ul style="list-style-type: none"> • The Housing Authority will assign one bedroom for each two persons within the household, except in the following circumstances:



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	<ul style="list-style-type: none"><input type="checkbox"/> Persons of the opposite sex (other than spouses, and children under age six) will not be required to share a bedroom.<input type="checkbox"/> Persons of different generations will not be required to share a bedroom.<input type="checkbox"/> Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.<input type="checkbox"/> Single person families will be allocated a one-bedroom unit.<input type="checkbox"/> Foster children will be included in determining unit size.	<ul style="list-style-type: none"><input type="checkbox"/> Persons of the opposite sex (other than spouses, and children under age six) will not be required to share a bedroom.<input type="checkbox"/> Persons of different generations will not be required to share a bedroom.<input type="checkbox"/> Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.<input type="checkbox"/> Single person families will be allocated a one-bedroom unit.<input type="checkbox"/> Foster children will be included in determining unit size only if they will be in the unit for more than 12 months.
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<p>Chapter 6, Income and Rent Determination, Part I, 6-I.B. Part I, 6-I.M. and Part III, 6-III.E. Pages:</p> <ul style="list-style-type: none"> • 6-2; • 6-26; • 6-44 	<p>Part I, 6-I.B. Household Composition and Income –</p> <p>Temporarily Absent Family Members</p> <p>The income of family members approved to live in the unit will be counted, even if the family member is temporarily absent from the unit.</p> <p><u>Housing Authority Procedure</u></p> <p>Generally, an individual who is or is expected to be absent from the assisted unit for one hundred eighty (180) consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally, an individual who is or is expected to be absent from the assisted unit for more than ninety (90) cumulative days is considered permanently absent and no longer a family member. Exceptions to this general Procedure are discussed below.</p>	<p><i>Part I, 6-I.B. – added and defined income inclusion/exclusion for temporarily and permanently absent family members:</i></p> <p><i>The Housing Authority must compute all applicable income of every family member who is on the lease, including those who are temporarily absent.</i></p> <p><i>Income of persons permanently absent will not be counted. If the spouse is temporarily absent and, in the military, all military pay and allowances (except hazard duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.</i></p> <p><i>It is the responsibility of the head of household to report changes in family composition. The Housing Authority will evaluate absences from the unit in accordance with this policy.</i></p> <p>The income of family members approved to live in the unit will be counted,</p>
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	<p>Part I, 6-I.M. Additional Exclusions from Annual Income—</p> <p>Amounts specifically <u>excluded by any other federal statute</u> [24 CFR 5.609]. HUD publishes an updated list of these exclusions periodically. It includes:</p> <p>a. The value of the allotment provided to an eligible household under the Food</p>	<p>even if the family member is temporarily absent from the unit.</p> <p><u>Housing Authority Procedure</u> An individual who is or is expected to be absent from the public housing unit for ninety (90) consecutive days or less is considered temporarily absent and continues to be considered a family member. An individual who is or is expected to be absent from the public housing unit for more than ninety (90) consecutive days is considered permanently absent and no longer a family member. (see Chapter 9 for Absence of Entire Family)</p> <p><i>Part I, 6-I.M. -added additional exclusion per federal statute:</i> Amounts specifically <u>excluded by any other federal statute</u> [24 CFR 5.609]. HUD publishes an updated list of these exclusions periodically. It includes:</p> <p>a. The value of the allotment provided to an</p>
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	<p>Stamp Act of 1977 (7 U.S.C. 2017 (b));...</p> <p>Part III, 6-III.E. Flat Rents and Family Choice in Rents [24 Cfr 960.253] Flat Rents [24 Cfr 960.253(B)] –</p> <p>Flat Rents and Earned Income Disallowance</p> <p>Because the EID is a function of income-based rents, a family paying flat rent cannot qualify for the EID even if a family member experiences an event that would qualify the family for the EID. If the family later chooses to pay income-based rent, they would only qualify for the EID if a new qualifying event occurred.</p> <p>A family currently paying flat rent that previously qualified for the EID while paying income-based rent and is currently</p>	<p>eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));...</p> <p>“...z.An individual’s Achieving a Better Life Experience Act of 2014 (ABLE) account (specifically, its account balance, contributions to the account, and distributions from the account)”</p> <p><i>Part III, 6-III.E. – revised definition of Earned income Disallowance “original” and “revised calculation methods:</i></p> <p>Flat Rents and Earned Income Disallowance</p> <p>Because the EID is a function of income-based rents, a family paying flat rent cannot qualify for the EID even if a family member experiences an event that would qualify the family for the EID. If the family later chooses to pay income-based rent, they would only qualify for the EID if a new qualifying event occurred.</p>
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	<p>within their forty-eight (48) month period would have the twelve (12) cumulative months of full (100 percent) and Housing Authority Phase-in (fifty (50%) percent) exclusion continue while paying flat rent as long as the employment that is the subject of the exclusion continues, and the forty-eight (48) month lifetime limit would continue uninterrupted. A family paying flat rent could therefore see a family member's forty-eight (48) month lifetime limit expire while the family is paying flat rent.</p>	<p>Under the EID <i>original</i> calculation method, a family currently paying flat rent that previously qualified for the EID while paying income-based rent and is currently within their exclusion period would have the exclusion period continue while paying flat rent as long as the employment that is the subject of the exclusion continues. A family paying flat rent could therefore see a family member's exclusion period expire while the family is paying flat rent.</p> <p>Under the EID <i>revised</i> calculation method, a family currently paying flat rent that previously qualified for the EID while paying income-based rent and is currently within their exclusion period would have the exclusion period continue while paying flat rent regardless whether the employment that is the subject of the exclusion continues. A family paying flat rent could therefore see a family member's exclusion period expire while the family is paying flat rent</p>
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<p>Chapter 7, Verification, Part I, 7-I.B. Pages: <ul style="list-style-type: none"> • 7-3; • 7-6; • 7-26 </p>	<p>Part I, 7-I.B. Verification –</p> <p>Methods of Verification and Time Allowed [24 CFR 982.516] [PIH 2010-19 HA] The Housing Authority will verify information through the following methods of verification acceptable to HUD in the following order:</p> <p>HUD’s Verification Hierarchy [Notice PIH 2010-19 (HA), as extended by Notice PIH 2015-02, 2017-12] Housing Authorities should begin with the highest level of verification techniques.</p> <p>Housing Authorities are required to access the EIV system and obtain an Income Report for each household. The Housing Authority is required to maintain the Income Report in the tenant file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all mandatory annual</p>	<p><i>Part I, 7-I.B. – revised PIH Notice; added Income Validation Tool (IVT) to Methods of Verification; updated Written Third Party Verification; and updated Reasonableness of child care expenses:</i></p> <p>Methods of Verification and Time Allowed [24 CFR 982.516] [PIH 2018-18 (HA)] The Housing Authority will verify information through the following methods of verification acceptable to HUD in the following order:</p> <p>HUD’s Verification Hierarchy [Notice PIH 2010-19 (HA), as extended by Notice PIH 2015-02, 2017-12, 2018-18] Housing Authorities should begin with the highest level of verification techniques.</p> <p><i>All verifications, regardless of technique, require the Housing Authority to review the Income Validation Tool (IVT) information at the time of reexamination and for multiple subsidy payments. The Housing Authority is required to</i></p>
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reexaminations of family income and composition. If the Income Report does not contain any employment and income information for the family, the Housing Authority should attempt the next lower level verification technique, as noted in the below chart.

Level	Verification Technique	Ranking
6	Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system	Highest (Mandatory)
...		

review the Enterprise Income Verification (EIV) Former Tenant and Existing Tenant Reports for any SSA matches involving another Housing Authority or a Multi-family entity and follow-up on any issues identified. The Housing Authority is required to maintain the report and documentation of any follow-up in the tenant file. If the tenant is a new admission to the Housing Authority, and a match is identified at a Multi-family property, the Housing Authority must report the program admission date to the Multi-family property and document the notification in the tenant file.

Housing Authorities also need to obtain an Income Report for each household. The Housing Authority is required to maintain the Income Report in the tenant file along with the form HUD-50058 and other supporting documentation to support income and rent determinations for all interim and mandatory annual reexaminations of family



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	<p>Written Third Party Verification (Level 4) If SSA/SSI benefit information cannot be obtained through EIV and the participant and/or household member are unable to provide the requested document(s), ask the participant/household member to utilize the following option:</p> <ul style="list-style-type: none"> ▪ Ask the participant to request a <u>Proof of Income Letter</u> from SSA's toll-free number at 1-800-772-1213; or ▪ While meeting with the applicant, help the applicant ask the resident to request a benefit verification letter from SSA's website at <u>www.socialsecurity.gov</u>. 	<p>income and composition. If the Income Report does not contain any employment and income information for the family, the Housing Authority should attempt the next lower level verification technique, as noted in the below chart.</p> <table border="1" data-bbox="1047 814 1485 982"> <thead> <tr> <th>Level</th> <th>Verification Technique</th> <th>Ranking</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system and the Income Validation Tool (IVT)</td> <td>Highest (Mandatory)</td> </tr> </tbody> </table> <p>...</p> <p>Written Third Party Verification (Level 4) If SSA/SSI benefit information cannot be obtained through EIV and the participant and/or household member are unable to provide the requested document(s), ask the participant/household member to utilize the following option:</p> <ul style="list-style-type: none"> • While meeting with the applicant, help the applicant request a benefit verification letter from SSA's website, Social Security Online, at: <u>www.socialsecurity.gov</u>. This service is free and SSA will send the letter to the applicant within ten 	Level	Verification Technique	Ranking	6	Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system and the Income Validation Tool (IVT)	Highest (Mandatory)
Level	Verification Technique	Ranking						
6	Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system and the Income Validation Tool (IVT)	Highest (Mandatory)						



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	<p>This service is free and SSA will send the letter to the applicant within ten (10) days. To access the site for requesting benefit verification letters, go to the <u>Social Security Online</u> front page and select <u>What You Can do Online</u> and follow the instructions for requesting a <u>Proof of Income Letter</u>. Assist the applicant in answering questions and explain how the applicant should provide the letter once they receive it. Upon receipt, the applicant/household member should provide the Housing Authority with the original SSA benefit letter. The Housing Authority should make a photocopy of the document for the Housing Authority file and return the original document to the individual. The Housing Authority should use the listed gross benefit amount to calculate annual income from social security benefits. SSA encourages recipients to use the SSA's website rather than the toll-free number to request <u>Proof of Income Letters</u></p> <p>The SSA will charge the Housing Authority a fee for third party verifications of</p>	<p>(10) calendar days. To access the site for requesting benefit verification letters, go to the Social Security Online front page, click on the <i>Online Services</i> link; click on the applicable link. For example: If the individual receives Social Security benefits or has Medicare, click on the <i>Get your benefit verification letter</i> link; or, if individual receives Supplemental Security Income (SSI), click on the <i>Get your benefit verification letter</i> link and follow the instructions on the <i>Information about the Proof of Income Letter</i> page; or</p> <ul style="list-style-type: none">• Ask the applicant to request a <i>Proof of Income Letter</i> from SSA's toll-free number 800- 772-1213. Persons with speech or hearing impairments may call SSA's toll-free telephone typewriter (TTY) number 800-325-0778, Monday through Friday, between 7:00 a.m. and 7:00 p.m.
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	<p>social security benefits. Therefore, to avoid incurring third party verification costs, the Housing Authority will use the method noted above to obtain verification for each household member that receives social security benefits.</p> <p>Reasonableness of Expenses Only reasonable child care costs can be deducted.</p> <p><u>Housing Authority Procedure</u> The actual costs the family incurs will be compared with the Housing Authority's established standards of reasonableness for</p>	<p>Note: SSA encourages SS and SSI recipients to use SSA's web site rather than the tollfree number to request <i>Proof of Income</i> letters.</p> <ul style="list-style-type: none"> The Housing Authority may obtain the original SSA benefit letter from the individual, make a photocopy of the document for the Housing Authority file and return the original document to the individual. The Housing Authority is required to use the gross benefit amount reported on the SSA <i>Proof of Income Letter</i> to calculate annual income from social security benefits. <p>Reasonableness of Expenses Only reasonable child care costs can be deducted.</p> <p><u>Housing Authority Procedure</u> To establish the reasonableness of child care costs, the Housing Authority may use the schedule of</p>
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	<p>the type of care in the locality to ensure that the costs are reasonable. If the family presents a justification for costs that exceed typical costs in the area, the Housing Authority will request additional documentation, as required, to support a determination that the higher cost is appropriate.</p>	<p>child care costs from the local welfare agency. Families may present, and the Housing Authority will consider, justification for costs that exceed typical costs in the area.</p>
<p>Chapter 8, Leasing and Inspections, Part I, 8-I.F. and Part II, 8-II.C Pages: <ul style="list-style-type: none"> • 8-7; • 8-12 </p>	<p>Part I, 8-I.F. Payments and Charges Under the Lease Rent Payments [24 CFR 966.4(B)(1)] -</p> <p>Late Fees [24 CFR 966.4(b)(3)] "... <u>Housing Authority Procedure</u> If the resident fails to make a rent payment by the end of the posted office hours by the 7th day of the month, a late fee of \$25 will be charged. If the family requests a grievance hearing within the required timeframe, the Housing Authority may not take action for nonpayment of the fee until the conclusion of the grievance process. If the resident can document financial hardship, the late fee may be waived on a case-by-case basis.</p>	<p>Part I, 8-I.F. – defined Non-Sufficient Funds (NSF) and how applied:</p> <p>Late Fees [24 CFR 966.4(b)(3)] "... <u>Housing Authority Procedure</u> If the resident fails to make a rent payment by the end of the posted office hours by the 7th day of the month, a late fee of \$25 will be charged. If the family requests a grievance hearing within the required timeframe, the Housing Authority may not take action for nonpayment of the fee until the conclusion of the grievance process. If the resident can document financial hardship, the late fee may be waived on a case-by-case basis.</p>



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	<p>If a personal check is returned by the bank for any reason (for example, insufficient funds) a returned check fee of \$50 will be charged to the tenant's account and the tenant will no longer be eligible to pay with a personal check.</p> <p>Part II, 8-II.C Notice of Entry of Dwelling Unit During Tenancy [24 CFR 966.4 (J)(K)] – 1. Non-Emergency Entries: The Housing Authority shall, upon reasonable advance notification to the tenant, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections (annual inspections) and maintenance, for making improvement or repairs, or to show the dwelling unit for re-leasing. A written statement specifying the purpose of the Housing Authority entry delivered to the dwelling unit at least twenty-four (24) hours</p>	<p>If a personal check is returned by the bank for any reason (for example, insufficient funds) a returned check fee of \$50 for Non-Sufficient Funds (NSF) will be charged to the tenant's account and the late fee of \$25 will also be applied to the NSF adverse action. The tenant will no longer be eligible to pay with a personal check.</p> <p>Part II, 8-II.C – updated non-emergency entry timeframe: 1. Non-Emergency Entries: The Housing Authority shall, upon reasonable advance notification to the tenant, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections (annual inspections) and maintenance, for making improvement or repairs, or to show the dwelling unit for re-leasing. A written statement specifying the purpose of the Housing Authority entry delivered to the dwelling unit at least forty</p>
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	<p>before such entry shall be considered reasonable advance notification;</p>	<p>eight (48) hours before such entry shall be considered reasonable advance notification;</p>
<p>Chapter 9, Reexaminations, Part I, Pending Litigation; Over-Income Families Pages:</p> <ul style="list-style-type: none"> • 9-5 through 9-11; • 9-18 and 9-19 	<p>Part I, Pending Litigation –</p> <p>Pending Litigation [PIH Notice 2012-10] If a family is subject to litigation (for example unlawful detainer) at the time of annual reexamination and the Housing Authority is unable to complete the reexamination by the anniversary date, the Housing Authority must submit the following information to HUD Headquarters (HHQ) via email to <u>PIH.RHLP.TA@HUD.GOV</u> and a copy to the local HUD field office within thirty (30) calendar days of the date the Housing Authority initiation litigation:</p>	<p>Part I, Pending Litigation – updated per recent PIH Notice:</p> <p>Pending Litigation [PIH Notice 2018-24] If a family is subject to litigation (for example unlawful detainer) at the time of annual reexamination and the Housing Authority is unable to complete the reexamination by the anniversary date, the Housing Authority must submit the following information to the local HUD field office but ONLY by using encrypted email:</p> <p><i>Added Over-Income Families section:</i> Over-Income Families [24 CFR 960.261] Subject to certain restrictions, HUD authorizes Housing Authorities to evict or terminate the tenancies</p>



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		<p>of families because they are over income. Unless required to do so by local law, the Housing Authority may not evict or terminate the tenancy of a family solely because the family is over income if:</p> <ul style="list-style-type: none">a. The family has a valid contract of participation in the Family Self-Sufficiency (FSS) program; orb. The family is currently receiving the earned income disallowance. <p>The over-income requirement states that after a family's income has exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary) for two (2) consecutive years. The Housing Authority must either terminate the family's tenancy within six months of the determination, or charge the family a monthly rent that is higher of the applicable market rent (FMR) or the amount from the operating and capital fund.</p>
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		<p><u>Housing Authority Procedure</u> The Housing Authority will evict or terminate the tenancies of families solely because they are over income.</p> <p>annual or interim reexamination, if a family's income exceeds the applicable over-income limit, the Housing Authority will document the family file and begin tracking the family's over-income status.</p> <p>If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the Housing Authority will notify the family in writing that their income has exceeded the over-income limit for one year, and that if the family continues to be over-income for 12 consecutive months, the family will be subject to the Housing Authority over-income policies.</p> <p>If two years after the applicable annual or interim reexamination the family's income continues to exceed</p>
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		<p>the applicable over-income limit, the Housing Authority will charge the family a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. The Housing Authority will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after the Housing Authority written notice to the family.</p> <p>If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with Housing Authority. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The Housing Authority will notify the family in writing that over-income policies no longer apply to them. If the family's income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.</p>
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		<p>The Housing Authority will track over-income families.</p>
<p>Chapter 11, Community Service & Self-Sufficiency, Part I, 11-I.A.; Part I, 11-I.B.; Part I, 11-I.C.; Part I, 11-I.D. and Part I, 11-I.E. Pages:</p> <ul style="list-style-type: none"> • 11-1 through 11-3; • 11-5 through 11-7; • 11-9 through 11-12 	<p>Part I, 11-I.A. Overview – HUD regulations pertaining to the Community Service and Self-Sufficiency Requirement (CSSR) are contained in 24 CFR 960 Subpart F (960.600 through 960.609). Housing Authorities and residents must comply with the CSSR , effective with Housing Authority fiscal years that commenced on or after October 1, 2000, per 903.7(l)(1)(iii). The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that all non-exempt public housing adult residents (18 years of age or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the lease.</p>	<p>Part I, 11-I.A. – defined Community Service: HUD regulations pertaining to the Community Service and Self-Sufficiency Requirement (CSSR) are contained in 24 CFR 960 Subpart F (960.600 through 960.609). Housing Authorities and residents must comply with the CSSR, effective with Housing Authority fiscal years that commenced on or after October 1, 2000. Per 903.7(l)(1)(iii), the Housing Authority Plan must contain a statement of how the Housing Authority will comply with the community service requirement, including any cooperative agreement that the Housing Authority has entered into or plans to enter into.</p> <p>Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in</p>



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	<p>Part I, 11-I.B. Requirements [24 CFR 960.603(A)] –</p> <p>Each public housing adult resident, who is not exempt, must:</p> <ul style="list-style-type: none"> • Contribute eight (8) hours per month of community service; or • Participate in an economic self-sufficiency program (as defined in the regulations) for eight (8) hours per month; or • Perform eight (8) hours per month of combined activities (community service and economic self-sufficiency programs). 	<p>the community. Community service is not employment and may not include political activities [24 CFR 960.601(b)].</p> <p>In administering community service requirements, the Housing Authority must comply with all nondiscrimination and equal opportunity requirements [24 CFR 960.605(c)(5)].</p> <p><i>Part I, 11-I.B. – updated Community Service Requirements, Definitions and Notification requirements:</i></p> <p>Each public housing adult resident, who is not exempt, must:</p> <ul style="list-style-type: none"> • Contribute eight (8) hours per month of community service (not including Political activities); or • Participate in an economic self-sufficiency program (as defined in the regulations) for eight (8) hours per month; or • Perform eight (8) hours per month of combined activities
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	<p>Exempt Individual [24 CFR 960.601(b)] Exemptions for adult residents unable to participate include person who are:</p> <ol style="list-style-type: none"> 1. 62 years or older; 2. Is blind or disabled I, as defined under section 216(i)(I) or 1614 of the Social Security Act (42 U.S.C. Section 416 (i)(1); Section 1382c), and who certify that: <p><input type="checkbox"/> Because of this disability she or he is unable to</p>	<p>(community service and economic self-sufficiency programs).</p> <ul style="list-style-type: none"> • The required community service or self-sufficiency activity may be completed eight (8) hours each month or may be aggregated across a year. Any blocking of hours is acceptable as long as ninety-six (96) hours is completed by each annual certification of compliance [Notice PIH 2015-12]. <p>Definitions</p> <p>Exempt Individual [24 CFR 960.601(b), Notice PIH 2015-12] The Housing Authority shall provide an exemption from the community service requirement for any adult resident who meets the following HUD exemption criteria:</p> <ol style="list-style-type: none"> 1. Is 62 years of age or older; 2. Is blind or disabled individual, as defined under section 216(i)(I) or 1614 of the Social Security Act (42 U.S.C. Section 416 (i)(1);
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	<p>comply with the service provisions of this subpart, or</p> <ul style="list-style-type: none"> ▪ is a primary caretaker of such an individual; <p>3. Engaged in work activities (See eligible work activities)</p>	<p>Section 1382c), and who certify that:</p> <ul style="list-style-type: none"> ▪ Because of this disability she or he is unable to comply with the service provisions of this subpart, or ▪ is a primary caretaker of such an individual; <p>3. Is engaged in work activities (See eligible work activities section)</p> <p><u>Housing Authority Procedure</u> The Housing Authority will consider 30 hours per week as the minimum number of hours needed to qualify for a work activity exemption.</p> <ul style="list-style-type: none"> • Is able to meet requirements of being exempted under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program
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		<ul style="list-style-type: none">• This exemption applies to anyone whose characteristics or family situation meet the welfare agency exemption criteria and can be verified.• Is a member of a family receiving assistance, benefits, or services under a state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the PHA is located, including a state-administered welfare-to-work program and the supplemental nutrition assistance program (SNAP), and has not been found by the state or other administering entity to be in noncompliance with such program. <p><u>Housing Authority Procedure</u> Community services at profit-motivated entities, volunteer work performed at homes or offices of</p>
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	<p>Notification Requirements [24 CFR 960.605(c)(2)] [Notice PIH 2015-12] The Housing Authority must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for Housing Authority verification of exempt status. The Housing Authority must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt. In addition, the family must sign a certification that they have received and read the Procedure and understand that failure to comply with the Community Service Requirement will result in non-renewal of the lease.</p> <p><u>Housing Authority Procedure</u></p>	<p>general private citizens, and court-ordered or probation-based work may be considered eligible community service activities.</p> <p>Notification Requirements [24 CFR 960.605(c)(2)] [Notice PIH 2015-12, Notice PIH 2016-06] The Housing Authority must give each family a written description of the community service requirement, the process for claiming status as an exempt person, and the process for Housing Authority verification of exempt status. The Housing Authority must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt. In addition, the family must sign a certification, such as Attachment A of Notice PIH 2015-12, that they have received and read the policy and understand that if they are not exempt, failure to comply with the Community Service Requirement will</p>
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	<p>The Housing Authority will provide the family with a copy of the Housing Authority's Community Service Procedure at lease-up, annual update, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.</p> <p>On an annual basis, at the time of lease renewal, the Housing Authority will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals, the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed</p>	<p>result in non-renewal of the lease. The family must also sign a certification at annual reexamination, such as Attachment B of Notice PIH 2015-12, certifying that they understand the requirement.</p> <p><u>Housing Authority Procedure</u> The Housing Authority will provide the family with a copy of the Housing Authority's Community Service Policy at lease-up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.</p> <p>On an annual basis, at the time of lease renewal, the Housing Authority will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals, the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on</p>
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	<p>Part I, 11-I.C. Determination of Exemption Status and Compliance [24 CFR 960.605(C)(3)]</p> <p>Determination of Compliance <u>Housing Authority Procedure</u> At least one hundred twenty (120) days prior to the end of the lease term, the Housing Authority will provide written notice requiring the family to</p>	<p>which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.</p> <p><i>Part I, 11-I.C. – added Housing Authority Procedure to Determination of Exemption Status and Compliance; modified Determination of Compliance timeframe to sixty (60) days; and changed “business” days to “calendar” days:</i></p> <p>Determination of Exemption Status and Compliance [24 CFR 960.605(C)(3)] <u>Housing Authority Procedure</u> Determination of compliance with the community service requirements will coincide with the lease term.</p> <p>Determination of Compliance <u>Housing Authority Procedure</u> <i>Approximately sixty (60) days</i> prior to the end of the lease term, the Housing Authority will provide written notice requiring the family to submit</p>
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	<p>submit documentation that all subject family members have complied with the service requirement. The family will have ten (10) business days to submit the Housing Authority required documentation form(s).</p> <p>Part I, 11-I.D. Documentation and Verification [24 CFR 960.605(C)(4)] [Notice PIH 2009-48]</p> <p>Documentation and Verification of Compliance If qualifying community service activities are administered by an organization other than the Housing Authority, a family member who is required to fulfill a service requirement must provide certification to the Housing Authority, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].</p>	<p>documentation that all subject family members have complied with the service requirement. The family will have ten (10) calendar days to submit the Housing Authority required documentation form(s).</p> <p>Part I, 11-I.D. – updated PIH Notice and added Verification of Compliance</p> <p>Documentation and Verification [24 CFR 960.605(C)(4), 960.607, Notice 2016-08]</p> <p>Documentation and Verification of Compliance At each regularly scheduled reexamination, each nonexempt family member presents a signed standardized certification form developed by the Housing Authority of community service and self-sufficiency activities performed over the last 12 months [Notice PIH 2015-12].</p> <p>If qualifying community service activities are administered by an organization other than the Housing Authority, a family</p>
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	<p>Part I, 11-I.E. NONCOMPLIANCE Initial Noncompliance The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve (12) month lease term, but not for termination of tenancy during the course of the twelve (12) month lease term [24 CFR 960.603(b)].</p> <p>If the tenant or another family member has violated the community service requirement, the Housing Authority may not renew the lease upon expiration of the twelve (12) month term of the lease, unless the tenant and any other noncompliant family member enter into a workout agreement with the Housing</p>	<p>member who is required to fulfill a service requirement must provide certification to the Housing Authority, signed by the organization, that the family member has performed the qualifying activities [24 CFR 960.607].</p> <p><i>Part I, 11-I.E. – revised Noncompliance Initial Noncompliance section; and updated Continued Noncompliance section:</i></p> <p>The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve (12) month lease term, but not for termination of tenancy during the course of the twelve (12) month lease term [24 CFR 960.603(b)].</p> <p><i>The Housing Authority may not evict a family due to CSSR noncompliance. However, if the Housing Authority finds a tenant is</i></p>
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	<p>Authority. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours of community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve (12) month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit [24 CFR 960.607(c)].</p>	<p>noncompliant with CSSR, the Housing Authority must provide written notification to the tenant of the noncompliance which must include:</p> <ul style="list-style-type: none">▪ A brief description of the finding of non-compliance with CSSR.▪ A statement that the Housing Authority will not renew the lease at the end of the current 12-month lease term unless the tenant enters into a written work-out agreement with the Housing Authority or the family provides written assurance that is satisfactory to the Housing Authority explaining that the tenant or other noncompliant resident no longer resides in the unit. Such written work-out agreement must include the means through which a noncompliant family member will comply with the CSSR requirement [24 CFR 960.607(c), Notice PIH 2015-12]. <p>The notice must also state that the tenant may request a grievance hearing on the Housing Authority's</p>
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	<p>Continued Noncompliance [24 CFR 960.607(b)] If, after the twelve (12) month cure period, the family member is still not compliant, the Housing Authority must terminate tenancy of the entire family, according to the Housing Authority's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.</p>	<p>determination, in accordance with the Housing Authority's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the Housing Authority's nonrenewal of the lease because of the Housing Authority's determination.</p> <p>Continued Noncompliance and Enforcement Documentation [24 CFR 960.607(b)] Should a family member refuse to sign a written work-out agreement, or fail to comply with the terms of the work-out agreement, PHAs are required to initiate termination of tenancy proceedings at the end of the current 12-month lease (see 24 CFR 966.53(c)) for failure to comply with lease requirements. When initiating termination of tenancy proceedings, the PHA will provide the following procedural safeguards:</p> <ul style="list-style-type: none"> ▪ Adequate notice to the tenant of the grounds for terminating the
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		<p>tenancy and for nonrenewal of the lease;</p> <ul style="list-style-type: none"> ▪ Right of the tenant to be represented by counsel; ▪ Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and present any affirmative legal or equitable defense which the tenant may have; and, ▪ A decision on the merits.
<p>Chapter 12, Transfer Procedure, Part I, 12-I.B.; Part I, 12-I.C. Pages:</p> <ul style="list-style-type: none"> • 12-2 and 12-3 	<p>Part I, 12-I.B. Emergency Transfers – <u>Housing Authority Procedure</u> The following is considered an emergency circumstance warranting an immediate transfer of the tenant or family:</p> <ul style="list-style-type: none"> ▪ Maintenance conditions in the resident’s unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be repaired or abated within twenty-four (24) hours. Examples of such unit or 	<p><i>Part I, 12-I.B. – updated procedure as it related to VAWA:</i> <u>Housing Authority Procedure</u> The following is considered an emergency circumstance warranting an immediate transfer of the tenant or family:</p> <ul style="list-style-type: none"> ▪ Maintenance conditions in the resident’s unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be



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	<p>building conditions would include: a gas leak; no heat in the building during the winter; no water; toxic contamination; sewage problems and serious water leaks.</p> <ul style="list-style-type: none"> ▪ A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD’s regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: <ul style="list-style-type: none"> ▪ the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. ▪ the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer. ▪ A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. 	<p>repaired or abated within twenty-four (24) hours. Examples of such unit or building conditions would include: a gas leak; no heat in the building during the winter; no water; toxic contamination; sewage problems and serious water leaks.</p> <ul style="list-style-type: none"> ▪ A verified incident of domestic violence, dating violence, sexual assault, or stalking. For instances of domestic violence, dating violence, sexual assault, or stalking, the threat may be established through documentation outlined in chapter 19 of this plan, or by any proof accepted by the Housing Authority. ▪ A verified incident of domestic violence, dating violence, sexual assault, or stalking. For instances of domestic violence, dating violence, sexual assault, or stalking, the threat may be established through documentation outlined in chapter 19 of this plan. In order to request the emergency transfer, the requestor must submit an
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	<ul style="list-style-type: none">▪ Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.	<p>emergency transfer request form (HUD-5383), although, the Housing Authority may waive this requirement in order to expedite the transfer process.</p> <p>The Housing Authority will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, or stalking. The PHA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. The Housing Authority cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The Housing Authority will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault or stalking to another unit subject to availability and safety of a unit. If the authority has no safe and/or available units for which a tenant who needs an emergency is eligible, the authority will assist the tenant in identifying other housing options and providers who</p>
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	<p>Part I, 12-I.C. Emergency Transfer Procedures –</p>	<p>may have safe and/or available units to which the tenant can move.</p> <p>The Housing Authority has adopted an emergency transfer plan, outlined in chapter 19 of this plan.</p> <p>Part I, 12-I.C. – <i>moved</i> the Housing Authority Procedure as it applied to Violence Against Women Act (VAWA), Chapter 19:</p> <p>If the emergency transfer is necessary to protect a victim of domestic violence, dating violence, sexual assault, or stalking, the Housing Authority will follow procedures outlined in Chapter 19.</p>
<p>Chapter 13, Lease Termination, Over-Income Families Pages: <ul style="list-style-type: none"> • 13-12 and 13-13 </p>	<p>Over-Income Families</p>	<p><i>Added</i> Over-Income Families section: Over-Income Families [24 CFR 960.261] Subject to certain restrictions, HUD authorizes Housing Authorities to evict or terminate the tenancies of families because they are over income. Unless required to do so by local law, the Housing Authority may not evict or terminate</p>



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		<p>the tenancy of a family solely because the family is over income if:</p> <ul style="list-style-type: none">a. The family has a valid contract of participation in the Family Self-Sufficiency (FSS) program; orb. The family is currently receiving the earned income disallowance. <p>The over-income requirement states that after a family's income has exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary) for two (2) consecutive years. The Housing Authority must either terminate the family's tenancy within six months of the determination, or charge the family a monthly rent that is higher of the applicable market rent (FMR) or the amount from the operating and capital fund.</p> <p><u>Housing Authority Procedure</u> The Housing Authority will evict or terminate the tenancies of families solely because they are over income.</p>
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		<p>At annual or interim reexamination, if a family's income exceeds the applicable over-income limit, the Housing Authority will document the family file and begin tracking the family's over-income status.</p> <p>If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the Housing Authority will notify the family in writing that their income has exceeded the over-income limit for one year, and that if the family continues to be over-income for 12 consecutive months, the family will be subject to the Housing Authority over-income policies.</p> <p>If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, the Housing Authority will charge the family a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit.</p>
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		<p>The Housing Authority will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after the Housing Authority written notice to the family.</p> <p>If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with Housing Authority. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification. The Housing Authority will notify the family in writing that over-income policies no longer apply to them. If the family's income later exceeds the over-income limit again, the family is entitled to a new two-year grace period.</p> <p>The Housing Authority will track over-income families.</p>
<p>Chapter 14, Grievance and Appeals, Parts I, II, III Pages:</p>	<p>Parts I, II, III "..within ten (10) business days..."</p>	<p>Parts I, II, III – <i>revised</i> timeframe from "business" days to "calendar" days: "..within ten (10) calendar</p>



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<ul style="list-style-type: none"> • Throughout entire chapter 		<p>days..."</p>
<p>Chapter 19, Violence Against Women Act (VAWA), Pages:</p> <ul style="list-style-type: none"> • 19-10 through 19-12 		<p><i>Removal of the word "AUTHORITY" and replaced with "Housing Authority"</i></p> <p><i>Moved entire Emergency Transfer Housing Authority Procedure, from Chapter 12 to this Chapter. Sections</i></p> <ul style="list-style-type: none"> • Safety and Security of Tenants • Confidentiality • Emergency Transfer Timing and Availability

RESOLUTION NO. 2019-14

**APPROVING THE REVISIONS OF THE
ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)**

WHEREAS, it is necessary from time to time to revise the Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program; and

WHEREAS, the Public Housing Admissions and Continued Occupancy Policy (ACOP) revisions are necessary because of regulation, policy, and procedure changes in the Program and/or local housing needs changing; at this time, it is necessary to revise the entire Public Housing Admissions and Continued Occupancy Policy (ACOP); and

WHEREAS, the changes will ensure that the Housing Authority is compliant with current HUD regulations and has acted responsibly in its administration of the Public Housing Program,

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Merced does approve the attached revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP).

The foregoing resolution was introduced at the July 16, 2019 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: July 16, 2019

STAFF REPORT

TO: Board of Commissioners,
Housing Authority of the County of Merced

FROM: Rosa Vazquez, Executive Director

DATE: July 16, 2019

SUBJECT: Recommendation to adopt **Resolution No. 2019-15**, Approving Revisions to the Housing Choice Voucher Administrative Plan.

The Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice.

At this time, it is necessary to revise all of the Housing Choice Voucher Administrative Plan.

Attached for your review are the proposed revisions.

RECOMMENDATION

I recommend that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2019-15**, approving the revisions to the HCV Administrative Plan.



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**Fiscal Year 2019-2020
 Housing Choice Voucher Administrative Plan (Admin Plan)
 Summary of Changes**

At least once in a year, the Housing Authority updates the Administrative Plan (Admin Plan) to reflect changes to the Housing Choice Voucher Program based on notices issued by the Department of Housing and Urban Development (HUD) and/or State and local government entities. In this revision, the Housing Authority made changes to the Administrative Plan and is using the template provided by Nan McKay and Associates. The formatting has changed and some of the chapters and sections have been moved; however, the content remains the same (citations, notices, policies, etc.). The following outlines the revisions beginning October 1, 2019. The Admin Plan reference column refers to the location of the corresponding chapter and section of the Admin Plan effective October 1, 2019.

Admin Plan Reference	Current	Proposed
Chapter 1 Statement of Policies and Objectives	A. "AUTHORITY" MISSION STATEMENT B. "AUTHORITY" VISION STATEMENT	Format change and removal of the word "AUTHORITY" from subtitle header to reflect: Added PART I Overview 1-I.A. MISSION STATEMENT 1-I.B. VISION STATEMENT Added Part I, II, III and made Changes to Subtitle Headers
Chapter 1 Statement of Policies and Objectives		Added line items 6 and 7 to Vision Statement: 6. To encourage and promote the ability to be able to choose housing in area's that achieve deconcentration of extremely to very low-income families of all races and backgrounds. 7. The "AUTHORITY" will make every effort to keep program participants informed of the program rules and regulations, any changes to these rules, and to advise participants of how the program rules affect it.



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Chapter 1 Statement of Policies and Objectives	Chapter 1 section 1-II.A. PURPOSE OF THE ADMINISTRATIVE PLAN [24CFR 982.54], Page 1.2 D. Purpose of the Administrative Plan	Changes to header(s) to reflect: Part II the HCV Administrative Plan and 1-II.A. Overview and Purpose of the Administrative Plan
Chapter 1 Fair Housing Policy	Fair Housing posters are posted throughout the "AUTHORITY" offices, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials.	Fair Housing posters are posted within the lobby area and interview rooms.
Chapter 1 Reasonable Accommodations for Persons with Disabilities	The "AUTHORITY" will provide a written decision to the person requesting the accommodation within 14 calendar days. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review the "AUTHORITY" decision.	The "AUTHORITY" will provide a written response to the person requesting the accommodation within 14 calendar days. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing within ten (10) calendar days of the "AUTHORITY" decision.
Chapter 1 Reasonable Accommodations Policy	The availability of requesting an accommodation will be made known by including notices on "AUTHORITY" forms and letters	The availability of requesting an accommodation will be made known by including a written clause to be included on related material and on "AUTHORITY" forms and letters.
Chapter 1 Reasonable Accommodation for Persons with Disabilities	The "AUTHORITY" will not grant a reasonable accommodation that would allow the tenants to grow, use, otherwise possess, or distribute medical marijuana, even if in doing so such tenants	Added the word "recreational" to be included with the marijuana prohibition clause: The "AUTHORITY" will not grant a reasonable accommodation that

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	are complying with state laws authorizing medical marijuana related conduct.	would allow the tenants to grow, use, otherwise possess, or distribute medical or recreational marijuana, even if in doing so such tenants are complying with state laws authorizing medical or recreational marijuana related conduct
Chapter 1 Applying for Admission	All persons who wish to apply for any of the "AUTHORITY"'s programs must submit a pre-application in written format, as indicated in our public notice. Pre-applications will be made available in an accessible format upon request from a person with a disability.	Added online application thru the rentcafe portal to the application methods: All persons who wish to apply for any of the "AUTHORITY's" programs may when wait list(s) are open, submit a pre-application, through the "AUTHORITY'S" online rentcafe portal by visiting www.merced-pha.com and will be indicated in the public notice. Pre-applications will be made available in an accessible format upon request by a person with a disability.
Chapter 1 Privacy Rights		Added the Income Validation Tool (IVT) verification requirement in the Enterprise Income Verification (EIV) reporting system. All verifications, regardless of technique, require all Public Housing Agencies (PHA)'s to review the Income Validation Tool (IVT) information at the time of reexamination and for multiple subsidy payments (See Chapter 7 Verification Procedures)



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<p>Chapter 1 Owner Outreach</p> <p>Chapter 1 Owner Outreach cont.</p>	<p>Section O: The "AUTHORITY" maintains a list of interested landlords and a list of units available for the HCV Program available through "Go Section 8".</p> <p>Printed material is offered to acquaint owners and managers with the opportunities available under the program.</p>	<p>Section 1-II.N.</p> <p>The "AUTHORITY" provides an available resource for rental units online at GoSection8.com. Units are listed by Owners and Landlords interested in participating in the HCV program. A list of current rental units may be made available in print (by request). Listings are made available online by visiting "GoSection8.com".</p> <p>The "AUTHORITY" provides printed material to acquaint Owners and managers with the opportunities-and benefits of the program. The "AUTHORITY" may host housing events for Owners to educate and promote the program at least once annually.</p>
<p>Chapter 2 Eligibility For Admission</p>	<p>Chapter 2 Eligibility For Admission</p>	<p>Chapter 2 Applying for Admission</p>
<p>Chapter 2 Eligibility For Admission</p>	<p>Introduction</p>	<p>Overview</p>
<p>Chapter 2 Part I The Application Process</p>	<p>The purpose of application taking is to permit the "AUTHORITY" to gather information and determine placement on the waiting list. The application will contain questions designed to obtain</p>	<p>The purpose of accepting preapplications is to permit the "AUTHORITY" to gather information for placement on the waitlist. The preapplication will contain questions designed to obtain pertinent program information.</p>



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	<p>pertinent program information.</p> <p>Families who wish to apply for any one of the "AUTHORITY"'s programs must complete a pre-application form when application waiting list is open. Pre-applications will be made available in an accessible format upon request from a person with a disability.</p>	<p>Families who wish to apply for any one of the "AUTHORITY"'s programs must complete a preapplication online. When the application for a waitlist is open, preapplications will be made available online at www. Merced-pha.com upon registration thru the online portal. Preapplications in an accessible format will be provided upon request from a person with a disability.</p>
<p>Chapter 2 2-1. B Opening and Closing of the Wait List</p>	<p>If the waiting list is open, the "AUTHORITY" will accept applications from eligible families unless there is good cause for not accepting the application, such as denial of assistance because of action or inaction by members of the family for the grounds stated in Chapter 15, "Denial or Termination of</p>	<p>When a waitlist is open, the "AUTHORITY" will accept preapplications from eligible families unless there is good cause to reject the preapplication (i.e. applying to an elderly wait list but doesn't meet the age requirement) (other examples may be found in Chapter 15, "Denial or Termination of this Administrative Plan).</p>
<p>Chapter 2 Closing the Wait List</p>	<p>Closing the Waiting List The "AUTHORITY" may stop applications</p> <p>The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new</p>	<p>The "AUTHORITY" may stop accepting preapplications if there are enough applicants to fill anticipated openings for the next 24 months.</p> <p>The open period shall be long</p>



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	<p>allocations over the next 24 months. The "AUTHORITY" will give at least a ten (10) day notice prior to closing the list. When the period for accepting applications is over, the "AUTHORITY" will add the new applicants to the list by:</p> <ul style="list-style-type: none"> • Separating the new applicants into groups based on preferences and ranking applicants within each group by date and time of application. 	<p>enough to achieve a wait list adequate to cover projected turnover and new allocations over the next 24 months. The "AUTHORITY" will give at least a ten (10) day notice prior to closing the list. Placement on the wait list is automated by date and time thru data entry when the preapplication is submitted using the online portal. Preapplications are generated electronically into groups based on preferences and other criteria provided by the applicant.</p>
<p>Chapter 2 Initial Application Procedures</p>	<p>The open period shall be long enough to achieve a wait list adequate to cover projected turnover and new allocations over the next 24 months. The "AUTHORITY" will give at least a ten (10) day notice prior to closing the list. Placement on the wait list is automated by date and time thru data entry when the preapplication is submitted using the online portal.</p>	<p>The "AUTHORITY" will utilize an online preapplication for submission to a wait list that is to be completed by the applicant unless otherwise requested as a reasonable accommodation by a person with a disability.....</p>



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	<p>Preapplications are generated electronically into groups based on preferences and other criteria provided by the applicant.....</p> <ul style="list-style-type: none"> Family size (number of bedrooms the family qualifies for under "AUTHORITY" subsidy standards) <p>Incomplete or duplicate applications will not be accepted.</p>	<ul style="list-style-type: none"> Family size (number of bedrooms the family qualifies for under "AUTHORITY" occupancy standards); <p>Incomplete or duplicate preapplications will be rejected by the system.</p>
<p>Chapter 2 Applicant Status While on the Wait List</p>	<p>C. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]</p> <p>Applicants are required to inform the "AUTHORITY" in writing of household changes, including address within 10 business days of the occurrence. Applicants are also required to respond to requests from the "AUTHORITY" to update information on their application and to determine their interest in assistance.</p>	<p>Applicant Status While on Waiting List [Cfr 982.204]</p> <p>Applicants are required to update their information using the online portal account to report household changes and any changes to their contact information (address, email, telephone number) within 10 calendar days of the occurrence. Applicants are required to respond to requests from the "AUTHORITY" within the time indicated in the notice to prevent the preapplication from being removed from the wait list.</p>



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		<p>Changes must be submitted through the applicant's online account portal at www.merced-pha.com unless otherwise requested as a reasonable accommodation by a person with a disability.</p>
<p>2.I.E Completion of a Full Application</p>	<p>After the preference is verified, when the "AUTHORITY" is ready to select applicants, applicants will be required to:</p> <ul style="list-style-type: none"> • Complete a Personal Declaration prior to the full application interview. • Complete a full application packet in their own handwriting, unless assistance is needed. If a request for accommodation is made by a person with a disability, the "AUTHORITY" interviewer will complete the full 	<p>Once an applicant has been selected from a wait list, the full application is completed and the preference(s) selected for are verified. The "AUTHORITY" will conduct a full application and collect information at the interview.</p> <p>During the full application process, applicants will be required to:</p> <ul style="list-style-type: none"> • Complete a Personal Declaration packet in their own handwriting, unless assistance is needed as a reasonable accommodation by a person with a disability. • Attend the initial eligibility intake interview to submit a completed full application with an "AUTHORITY" representative. • Provide complete and accurate information • All adult members of the of the



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	<p>application form with answers supplied by the applicant. The applicant will then be interviewed by "AUTHORITY" staff to review the information on the full application form.</p> <ul style="list-style-type: none"> • Participate in a full application interview with a "AUTHORITY" representative during which the applicant will be required to furnish complete and accurate information as requested by the interviewer. The applicant will sign and certify that all information is complete and accurate. • The full application packet will be communicated as requested as an accommodation to a person with a disability. 	<p>household must be present at the initial intake interview and are required to provide requested information and sign all signature lines (where applicable). By signing, all adults certify that the information provided is true and correct to the best of their knowledge.</p> <ul style="list-style-type: none"> •
<p>Chapter 2 Requirement to Attend Interview</p>	<p>The "AUTHORITY" utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other "AUTHORITY" services or</p>	<p>All adult members of the household are required to attend the initial eligibility interview. The "AUTHORITY" will go over the packet to ensure its completion and to clarify information provided by the family.</p> <p>The interview is also used as a means to answer questions the family may have, to discuss the application and verification procedures, and to promote services or programs which may be available.</p>



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	<p>programs which may be available.</p> <p>..... If the interview appointment letter is returned to the "AUTHORITY" with a forwarding address, the "AUTHORITY" will make no more than two (2) attempts to forward the appointment letter to the new forwarding address before canceling the application.</p> <p>.... All adult members must sign the HUD Form 9886, Release of Information, the application, the declarations and consents related to citizenship/immigration status and any other supplemental forms required by the "AUTHORITY".</p>	<p>All adult family members are required to attend the interview.</p> <p>... If correspondence is returned to the "AUTHORITY" with a forwarding address, the "AUTHORITY" will make no more than two (2) attempts to forward the appointment letter to the new forwarding address before canceling the application.</p> <p>All adult members must sign the HUD Form 9886, Release of Information/Privacy Notice, all forms within the full application packet (where applicable) to include but not limited to the declarations and consents related to citizenship/immigration status and any other supplemental forms required by the "AUTHORITY".</p> <p>The family will be given ten (10) calendar days to supply the information.</p> <p>If the letter requesting the</p>
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<p>Chapter 2 Verifications</p>	<p>The family will be given 14 calendar days to supply the information.</p> <p>If the letter requesting the additional information is returned to the "AUTHORITY" with a forwarding address, the "AUTHORITY" will make no more than one (1) attempt to forward the appointment letter to the new forwarding address.</p> <p>If the information is not supplied in this time period, the "AUTHORITY" will provide the family a notification of denial for assistance (see Chapter 19 "Complaints and Appeals" of this Administrative Plan).</p>	<p>additional information is returned to the "AUTHORITY" with a forwarding address, the "AUTHORITY" will make no more than one (1) attempt to forward the appointment letter to the new forwarding address.</p> <p>If the information is not supplied in this time period, the "AUTHORITY" will provide the family a notification of denial for assistance (see Chapter 19 "Complaints and Appeals" of this Administrative Plan).</p> <p>This includes but is not limited to family composition, income, assets, student status, and other pertinent information provided by the family.</p> <p>The "AUTHORITY" must receive information verifying that an applicant is eligible within the period of sixty (60) days before the issuance of a voucher to a family.</p> <p>The family will be given ten (10) calendar days to supply the information</p>
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	<p>Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than sixty (60) days old at the time of issuance of the voucher.</p> <p>The family will be given 14 calendar days to supply the information.</p> <p>If the information is not supplied in this time period, the HA will provide the family a notification of denial for assistance (see Chapter 19, "Complaints and Appeals" of this Administrative Plan).</p>	<p>Failure to provide information in the time provided, may result in termination or denial of assistance. The "AUTHORITY" will make no more than two (2) attempts to obtain the information from the family and will provide the family a notification of denial for assistance (see Chapter 19, "Complaints and Appeals" of this Administrative Plan).</p>
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<p>Chapter 3 Eligibility for Admission</p>	<p>Chapter 3 Eligibility for Admission</p> <p>Introduction</p>	<p>Chapter 3 Eligibility Overview</p> <p><u>The PHA may admit only eligible families to the program. To be eligible, an applicant must be a "family;" must be income-eligible in accordance with paragraph (b) of this section and 24 CFR part 5, subpart F; and must be a citizen or a noncitizen who has eligible immigration status as determined in accordance with 24 CFR part 5, subpart E. If the applicant is a victim of domestic violence, dating violence, sexual assault, or stalking, 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking) applies.</u></p> <p>PART I: ELIGIBILITY FACTORS [982.201(b)]</p>
<p>Chapter 3 ELIGIBILITY FACTORS</p>	<p>A. ELIGIBILITY FACTORS [982.201(b)]</p>	<p>The "AUTHORITY" accepts <u>preapplications only</u> from families whose head or spouse is at least 18 years of age or emancipated</p>



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<p>[982.201(b)]</p>	<p>The "AUTHORITY" accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under State law.</p>	<p>minors under State law.</p>
<p>Chapter 3 B. Family Composition</p> <p>Head of Household</p>	<p>Each family must identify the individuals to be included in the family at the time of application, and must update this information if the family's composition changes.</p> <p>Head of Household</p> <p>However, if a family unit separates while presently on the waiting list, the "AUTHORITY" will make every effort to encourage the family members to decide on who will retain the Housing Choice Voucher application. Under no circumstances shall the authority allow the separate households to be admitted as two applicants to the wait list.</p>	<p>Each family must identify the individuals to be included in the <u>family composition</u> family-at the time of <u>preapplication</u>, and must update this information if the family's composition changes.</p> <p><u>3.I.C. HEAD OF HOUSEHOLD, SPOUSE, CO-HEAD, AND OTHER ADULT MEMBER:</u></p> <p>However, If a family unit separates while <u>presently-an active applicant</u>-on the <u>waiting wait</u> list, the "AUTHORITY" will make every effort to encourage the family members to decide on who will retain the Housing Choice Voucher <u>preapplication</u>. Under no circumstances shall the <u>"AUTHORITY"</u> -allow the separate households to be admitted as two applicants to the wait list <u>under the same preapplication</u>.</p> <p><u>1st Priority: The preapplicat</u></p>

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	<p>1st Priority Given to victims of domestic violence if domestic violence is a contributing cause of the family breakup.</p> <p>2nd Priority Given to the adult member of the household who retains primary physical custody of the majority of the household's minor children.</p> <p>3rd Priority Given to the adult member of the household who is disabled.</p> <p>4th Priority Given to the adult member who initially applied, if another adult member was added at a later time.</p> <p>....and will need to reapply to the Housing Choice Voucher</p>	<p><u>will be given</u> to victims of domestic violence if domestic violence is a contributing cause of the family breakup.</p> <p>2nd Priority: <u>The preapplication</u> Formatted: Font: Verdana, 12 pt, Bold <u>will be given</u> to the adult member of the household who retains primary physical custody of the majority of the household's minor children.</p> <p>3rd Priority: <u>The preapplication</u> Formatted: Font: Verdana, 12 pt, Bold <u>will be given</u> to the adult member of the household who is disabled.</p> <p>4th Priority: <u>The preapplication</u> Formatted: Font: Verdana, 12 pt, Bold <u>will be given</u> to the adult member who initially applied, if another adult member was added at a later time. the Housing Choice Voucher Program <u>wait list or other housing wait list when open.</u></p> <p><u>the preapplication will be removed</u> from the waiting-list for failure to supply requested verifications will occur.</p> <p>Spouse means the husband or wife of the head of household.</p>
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<p>Spouse of Head</p>	<p>Program.</p> <p>removal from the waiting list for failure to supply requested verifications will occur</p> <p>Spouse means the husband or wife of the head.</p>	
<p>Chapter 3 Income Limitations</p>	<p>To be eligible for assistance, an applicant must have an annual income at the time of admission that does not exceed the very low-income limits for occupancy established by HUD.</p>	<p>To be eligible for assistance, an applicant must have an annual income at the time of admission that does not exceed the very low, or targeted income limits for occupancy established by HUD.</p>
<p>Chapter 3 Non-Citizen Students</p>	<p>As defined by HUD in the non-citizen regulations (24 CFR 5.522), they are not eligible for assistance.</p>	<p>As defined by HUD in the non-citizen regulations (24 CFR 5.522), they non-citizen students are not eligible for assistance.</p>
<p>Chapter 3 Other Criteria for Admissions</p>	<p>The family must not have violated any family obligation during a previous participation in the Housing Choice Voucher program for five (5) years prior to final eligibility determination</p>	<p>The family must not have violated any family obligation during a previous participation in the Housing Choice Voucher or other housing rules for any housing assistance program administered by the "AUTHORITY", that resulted in termination of assistance in the past five (5) years prior to final eligibility determination.</p>



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	<ul style="list-style-type: none">• The "AUTHORITY" will make an exception if the family member who violated the family obligation is not a current member of the household on the application.• The family must pay any outstanding debt owed to the "AUTHORITY" or another Has a result of prior participation in any federal housing program within fifteen (15) days of "AUTHORITY" notice to repay. If the family has already entered into a repayment agreement, the family must provide written proof of participation in the agreement.	<ul style="list-style-type: none">• The "AUTHORITY" may make an exception if the family member who violated the family obligation is not a current member of the household on the application and/or the head of household removes them from the household composition prior to final eligibility determination.• The family must pay any outstanding debt owed to the "AUTHORITY" or any other PHA as a result of prior participation in any federal housing program within fifteen (15) days of "AUTHORITY" notifying the family of the outstanding balance debt and notice to pay. If the family has already entered into a repayment agreement, the family must provide written proof of participation in the agreement.• The family must be in good standing regarding any current payment agreement made with any Housing Authority for a previous debt incurred, before this "AUTHORITY" will allow participation in its Housing Choice Voucher Program and any other housing subsidy
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	<ul style="list-style-type: none"> The family must be in good standing regarding any current payment agreement made with another Housing Authority for a previous debt incurred, before this "AUTHORITY" will allow participation in its Housing Choice Voucher Program. 	<p>program administered by the "AUTHORITY".</p>
<p>Chapter 3 Criminal Background Checks</p>	<p>The "AUTHORITY" will conduct criminal background checks on all adult members of the family at time of consideration of eligibility.</p> <p>Background checks and denials based there on may occur before or after admission and/or occupancy to the program.</p>	<p>The "AUTHORITY" will conduct criminal background checks of each adult members listed in the household composition at initial eligibility and for each adult being added to the household composition during continued occupancy, prior to determination of eligibility.</p> <p>The "AUTHORITY" is required to conduct a nationwide sex offender background check prior to any admission to a federally subsidized housing program. The "AUTHORITY" will use the "drusjordin.gov" website as a source for conducting all sex offender checks and document the Personal Declaration packet with date and time the background was conducted.</p>



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<p>Chapter 3 Standard for Violation</p>	<p>“Engaged in or engaging in” violent criminal activity means any act by applicants or participants, household members, or guests which involves criminal activity that has as one of its elements the use</p>	<p>“Engaged in or engaging in” violent criminal activity means any act by applicants or participants, household members, or guests involving acts of criminal activity that has as one or more of these elements: the use</p>
<p>Chapter 3 Tenant Screening</p>	<p>The “AUTHORITY” will not screen family behavior or suitability for tenancy.</p> <p>The owner is responsible for screening and selection of the family to occupy the owner’s unit. On or before the “AUTHORITY”’s approval of the tenancy, the “AUTHORITY” will inform the owner that screening and selection for tenancy is the responsibility of the owner. The owner is responsible for screening families based on their tenancy histories, which may include:</p> <p>The “AUTHORITY” must offer the owner other information in the “AUTHORITY”’s possession concerning the family, including:</p>	<p>The “AUTHORITY” <u>will does</u> not screen family behavior or suitability for <u>landlord</u> tenancy <u>in the HCV program</u>.</p> <p>The owner is responsible for screening and selection of the family to occupy the owner’s unit On or before the “AUTHORITY”’s approval of the tenancy, the “AUTHORITY” will inform the owner that screening and selection for tenancy is the responsibility of the owner. The owner is responsible for screening families based on their tenancy histories <u>and own criteria</u>, which may include:</p> <p><u>If requested,</u> the “AUTHORITY”</p>



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<p>Ineligible Families</p>	<p>.... The same types of information will be supplied to all owners.</p> <p>Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review,</p>	<p>must offer the owner other information in the "AUTHORITY"'s possession concerning the family, including</p> <p>.... The same types of information will be supplied to all owners <u>by request</u>.</p> <p>Families who are determined to be ineligible will be notified in writing or by email with a letter to follow, of the reason for denial and given an opportunity to request an informal review</p>
<p>Chapter 4 Establishing Preferences and Maintaining the Wait List</p> <p>Applicant Status While on Waiting List</p>	<p>Waitlist Establishment</p> <p>The pre-application will be a permanent file</p> <p>Applicants are required to inform the "AUTHORITY" in writing of changes of their address within 14 calendar days of the occurrence.</p> <p>This will also assist the "AUTHORITY" in establishing and maintaining a current and updated waiting list to effectively plan for future pre-application intake.</p>	<p>Waitlist Establishment</p> <ul style="list-style-type: none"> The preapplication will be made a permanent part of the file. <p>Applicants are required to inform the "AUTHORITY" of changes to their address within ten (10) calendar days of the occurrence.</p> <p>This will also assist the "AUTHORITY" in establishing and maintaining a current and updated wait list to effectively plan for future communications with the preapplication..... Applicants must submit all changes by logging into the online portal to access their</p>



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		<p>account and make any changes within. The portal may be accessed by visiting www.merced-pha.com.</p>
<p>Chapter 4 Applicant Portal</p>	<p>The Applicant Portal has been established for persons that make a pre-application with the "AUTHORITY" so that they may create an on-line account to review and update their personal information, including their current address, as well as indicate their continued interest in remaining on the waiting list. As our primary mode of communication with the applicant is by e-mail and/or regular U.S. mail, it is critical that we have a valid, current mailing address and/or e-mail address at all times so that we will be able to make contact with the applicant.</p>	<p>The Applicant Portal has been established for persons that make a application with the "AUTHORITY" to access their information. The "AUTHORITY" accepts preapplication submissions via the portal and requires applicants already on a wait list to update their information using the online access. Applicants must create an on-line account access their account and be able to review and update their personal information. Applicants are responsible to keep their account information up to date with all changes. This includes but is not limited to current address, emails and telephone numbers. When prompted, you must <u>indicate</u> continued interest in remaining on the wait list(s), changes to the family size and/or household income. The "AUTHORITY's" primary and preferred methods of communication with applicants and participants is by e-mail and/or regular U.S. mail. Therefore, it is critical that the "AUTHORITY" have a valid, current email and mailing</p>



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		address at all times to be able to make contact with the applicant as well as program participants.
Chapter 4 Purging the Wait List	The "AUTHORITY" may notify applicants by mail or e-mail to ensure that the waiting list is current and accurate. The request to applicants will ask for confirmation of their continued interest.	The waiting list will be purged as necessary. The "AUTHORITY" may notify applicants by mail or e-mail to confirm interest in the preapplication and to confirm information is valid, current and accurate. The request to applicants will ask for confirmation of their continued interest.
Chapter 4 Grounds for Cancellation from the Wait List	The "AUTHORITY" will cancel the pre-application when the applicant does not respond to the "AUTHORITY's" request for response by a specific date, failure to attend a scheduled appointment or if a letter is returned by the Post Office If the applicant did not respond to the "AUTHORITY" request for information or updates because of a family	The "AUTHORITY" will cancel the preapplication when an applicant fails to respond to the "AUTHORITY's" request for information by a specific date. Failure to respond to a request, failing to attend a scheduled appointment, or failing to update information resulting in a letter returned by the Post Office and/or email rejected is cause to cancel the preapplication. If a preapplication is cancelled for failing to respond to the "AUTHORITY's" request for information caused by or due to a disability, the applicant may ask to have the preapplication reinstated by submitting a written request to the Director of Housing Programs – HCV. The



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		<p>“AUTHORITY” will review the request and if approved, reinstate the applicant.</p>
<p>Chapter 4 Special Admission</p>	<p>If HUD awards a “AUTHORITY” program funding that is targeted for specifically named families, the “AUTHORITY” will admit these families under a special admission procedure. Special admission families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The “AUTHORITY” maintains separate records of these admissions.</p> <p>The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:</p>	<p>HUD awards received for specific targeted groups allow for the “AUTHORITY” to admit targeted or referred families to the program without being selected from a wait list under special admissions. Special admission families will be admitted outside of the regular wait list process and do not have to meet the criteria for a preference. The “AUTHORITY” maintains separate records of these admissions.</p> <p>The following are examples of types of program funding that may be designated by HUD as a Special Admission:</p>
<p>Chapter 4 Initial Determination of Local Preference Qualification</p>	<p>Chapter 4 Initial Determination of Local Preference Qualification</p>	<p><u>5 POINTS: RESIDENCY PREFERENCE:</u> Families who live, work, or attend school or other vocational type training (CalWorks) program or have been hired to work within Merced County and /or residents.</p>



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<p>10 points: Involuntarily Displaced:</p>	<p>10 points: Involuntarily Displaced: Families who have been displaced due to a locally declared disaster, state declared disaster, federally declared disaster or another national emergency. It will also be given to those families that are involuntarily displaced by "AUTHORITY" action (emergency relocation, extensive rehabilitation and insufficient funding or other local disasters) as approved by Executive Director</p>	<p>Applicants who are working or who have been notified that they are hired to work in a residency preference area must be treated as residents of the residency preference area.</p> <p>10 POINTS: INVOLUNTARILY DISPLACED: Families who have been displaced due to a Government action thru no fault of their own, a locally declared disaster, state declared disaster, federally declared disaster or other national emergency. Preference will also be given to those families that are involuntarily displaced by "AUTHORITY" action (emergency relocation, extensive rehabilitation and insufficient funding or other local disasters) as approved by Executive Director. Applicants selected for this preference must be able to provide proof of displacement occurred within the past six (6) months.</p> <p>The "AUTHORITY" may at its discretion set-aside vouchers</p>
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<p>Chapter 4 Set Aside Vouchers – Homeless Advancement From Transitional Housing Assistance</p>	<p>The “AUTHORITY” may at its discretion set-aside up to one hundred fifty (150) vouchers annually, when funding permits from its available HCV Tenant-Based Voucher allocation, to be used to assist Merced County individuals or families who are:</p> <ul style="list-style-type: none">• Participating in a Supportive Housing Program within the County of Merced, or Emergency Solutions Grants program; or by a partnering homeless service organization that is a member of the Merced County Continuum of Care’s centralized/coordinated assessment system.• These transitional housing applications may be accepted even when the waiting list is closed.	<p>when funding permits from its available HCV Tenant-Based Voucher allocation, to be used to assist Merced County individuals or families (up to One hundred fifty (150)) vouchers.</p> <p>.... These types of transitional housing applications are received by referral from one of more of the above organizations. Since these vouchers are issued aside from the “AUTHORITY’s” HCV wait list, they must be referred by an agency that has determined the family has met one or more of the criteria required to be eligible for special program vouchers. Referrals may be accepted.</p>
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<p>Chapter 4 Independent Living Skills Program</p>	<p>Human Service Agency Cal WORKS Program:</p> <p>Human Service Agency Adult Protective Services Program: The "AUTHORITY" may designate 10 vouchers, when funding permits to elderly and dependent adults referred by Adult Protective Services who are experiencing abuse and/or neglect. Must be referred by Human Services Agency.</p>	<p>Independent Living Skills Program up to twenty (20).</p> <p>HUMAN SERVICE AGENCY CAL WORKS PROGRAM: up to 20 vouchers</p> <p>HUMAN SERVICE AGENCY ADULT PROTECTIVE SERVICES PROGRAM: 10 vouchers, The "AUTHORITY" may designate when funding permits to elderly and dependent adults referred by Adult Protective Services who are experiencing abuse and/or neglect. Assistance is by a referral only and does not affect the wait list(s). Must be referred by Human Services Agency.</p>
<p>A. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION [24 CFR 982.207]</p>	<p>If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the Local Preference and given an opportunity for an informal review</p>	<p>If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the Local Preference and given an opportunity for an informal review.</p> <p>If the family's verified annual income at final eligibility determination does not fall under the extremely low income limit, and the family was selected for income targeting purposes before</p>
<p>PREFERENCE AND INCOME</p>		



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TARGETING ELIGIBILITY	<p>If the family's verified annual income at final eligibility determination does not fall under the extremely low-income limit, and the family was selected for income targeting purposes before families with a higher preference, the family will be returned to the waiting list.</p>	<p>families with a higher preference, the family will be returned to the waiting list</p>
<p>Chapter 5 Subsidy Standards</p> <p>Under housed Families</p>	<p>The "AUTHORITY" may approve an additional bedroom for medical equipment if the need is documented by a health care provider in accordance with PIH Notice 2010-51.</p> <p>If an acceptable unit is available for rent by the family, the "AUTHORITY" must terminate the Housing Assistance Payment (HAP) Contract in accordance with its terms</p>	<p>The "AUTHORITY" may approve an additional bedroom for medical equipment if the need is documented by a health care provider in accordance with PIH Notice 2010-51.</p> <p>If an acceptable unit is available for rent by the family, the "AUTHORITY" must terminate the Housing Assistance Payment (HAP) Contract in accordance with its terms.</p>
<p>Chapter 6 Factors Related to Total Tenant Payment and Family Share Determination</p>	<p>Adjusted Income Adjusted income is defined as the annual income minus any HUD allowable expenses and deductions.</p>	<p>Adjusted Income 24 CFR 5.611</p> <p>HUD regulations require Housing Authority's to deduct from annual income any of five (5) mandatory deductions for which a family qualifies. The resulting amount is the family's adjusted income. Mandatory deductions are found in 24 CFR 5.611 Adjusted income is defined as the income minus</p>



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	<p>HUD has five allowable deductions from annual income:</p> <p>Excludable Income 24 CFR 5.609</p>	<p>any HUD allowable expenses and deductions.</p> <p>HUD has five allowable deductions from annual income:</p> <ul style="list-style-type: none"> Amounts in an individual's "ABLE" account will be excluded from household actual or imputed interest on the account balance will not be counted as income. Distributions from the ABLE account are also not considered income. All wage income received, regardless of which account the money is paid to, is included as income.
<p>Chapter 8 Briefing Packet</p>	<p>The documents and information provided in the briefing packet for the voucher program will comply with all HUD requirements. The "AUTHORITY" also includes other information and/or materials which are not required by HUD.</p> <p>The family is provided with the following information and materials:</p> <ol style="list-style-type: none"> A completed HUD Voucher, showing the 	<p>Briefing Packet [24 CFR 982.301(b)]</p> <p>When a family is selected to participate in the program, the PHA must give the family a packet that includes information on the voucher program and HUD requirements.</p> <p>The "AUTHORITY" may also includes other information and/or materials not required by HUD.</p> <p>The briefing informational packet contains the following information:</p>



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	<p>term of the voucher, and the "AUTHORITY" policy for requesting extensions to the term of the voucher (referred to as "tolling") or suspensions of the voucher.</p> <ol style="list-style-type: none">2. A description of the method used to calculate the housing assistance payment for the family, including how the "AUTHORITY" determines the payment standard for a family; how the "AUTHORITY" determines total tenant payment for a family and information on the payment standard and utility allowance schedule.3. How the maximum allowable rent is determined.4. The boundaries of the geographical area in which the family may lease a unit including an explanation of portability.5. The HUD required tenancy addendum, which must be included in the lease.	<ol style="list-style-type: none">1. A completed HUD voucher with attached Tenancy Addendum (that must be included in the lease), outlining the term of the voucher and tenant / landlord responsibilities as defined by HUD2. The term of the voucher, voucher suspensions, and the "AUTHORITIES" policy on requesting extensions and how the program work.3. Family and owner responsibilities;4. Where the family may lease a unit, including renting a dwelling unit inside or outside the PHA jurisdiction, and any information on selecting a unit that HUD provides.5. A Request for Tenancy Approval (RFTA) form that the family uses to request PHA approval of the assisted tenancy. An explanation of how to request approval is outlined in the handout.6. A statement of the PHA policy on providing information about a family to prospective owners;7. PHA subsidy standards, including when the PHA will consider granting exceptions to the standards;8. Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit handout).9. Information on federal, State and local equal opportunity laws, a
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	<p>6. The Request for Tenancy Approval form, and a description of the procedure for requesting approval for a unit.</p> <p>7. "AUTHORITY" privacy notice on providing information about families to prospective owners.</p> <p>8. The Subsidy Standards, when and how exceptions are made.</p> <p>9. The HUD brochure, "A Good Place to Live" on how to select a unit that complies with HQS.</p> <p>10. The HUD brochure on lead-based paint, including form for Disclosure of Lead Based Paint to be signed by owner and Housing Choice Voucher participant.</p> <p>11. Information on federal, State and local equal opportunity laws including the pamphlet "Fair Housing: It's Your Right" and other information about fair housing laws and guidelines; the form for reporting suspected discrimination; and the phone number of the</p>	<p>copy of the housing discrimination complaint form;</p> <p>10. A list of landlords known to the PHA who may be willing to lease a unit to a family or other resource (e.g., newspapers, organizations, online search tools) covering areas outside of poverty or minority concentration.</p> <p>11. Notice that if a family includes a disabled person, the family may request a current listing of accessible units known to the PHA that may be available.</p> <p>12. How the maximum allowable rent is determined.</p> <p>13. The boundaries of the geographical area in which the family may lease a unit including an explanation of portability.</p> <p>14. The HUD required tenancy addendum, which must be included in the lease.</p> <p>15. The Request for Tenancy Approval form, and a description of the procedure for requesting approval for a unit.</p> <p>16. "AUTHORITY" privacy notice on providing information about families to prospective owners.</p> <p>16. The Subsidy Standards, when and how exceptions are made.</p> <p>17. The HUD brochure, "A Good Place to Live" on how to select a unit that complies with HQS.</p> <p>18. The HUD brochure on lead-based paint, including form for Disclosure of Lead Based Paint to</p>
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	<p>local fair housing agency.</p> <p>A unit listing of landlords interested to lease to assisted families or help in the search and known units available for the voucher issued. The list includes landlords or other parties who are willing to lease units or help families find units outside areas of poverty or minority concentration.</p> <p>12. Available accessible units known to the "AUTHORITY" will be identified on the unit listing form.</p> <p>13. The Family Obligations and Owner responsibilities under the program.</p> <p>14. Informational Sheet on Reporting Changes in Family Income/Composition and Policy on Missed Appointments</p> <p>15. The grounds on which the "AUTHORITY" may terminate assistance for a participant family because of family action or failure to act.</p> <p>16. Sample of a HUD contract.</p> <p>17. Any supplemental material the Housing</p>	<p>be signed by owner and Housing Choice Voucher participant.</p> <p>19. Information on federal, State and local equal opportunity laws including the pamphlet "Fair Housing: It's Your Right" and other information about fair housing laws and guidelines; the form for reporting suspected discrimination; and the phone number of the local fair housing agency.</p> <p>20. A unit listing of landlords interested to lease to assisted families or help in the search and known units available for the voucher issued. The list includes landlords or other parties who are willing to lease units or help families find units outside areas of poverty or minority concentration.</p> <p>21. Available accessible units known to the "AUTHORITY" will be identified on the unit listing form.</p> <p>22. The Family Obligations and Owner responsibilities under the program.</p> <p>23. Informational Sheet on Reporting Changes in Family Income/Composition and Policy on Missed Appointments</p> <p>24. The grounds on which the "AUTHORITY" may terminate assistance for a participant family because of family action or failure to act.</p> <p>25. Sample of a HUD contract.</p>
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	<p>Choice Voucher Department may deem necessary, such as:</p> <ul style="list-style-type: none"> • HUD Inspection Form/Initial <p>18. Information packet including an explanation of how portability works, including a list of neighboring housing agencies with the name, address and telephone number of a portability contact person at each for use by families who may move under portability.</p> <p>19. Expanding Housing Opportunities, includes:</p> <ul style="list-style-type: none"> • Maps of Poverty and Minority Areas (Low Poverty and Low Minority Areas), as well as Housing Choice Voucher Impacted Areas • Information includes schools, employment and any outreach programs. • Bus routes <p>20. HUD Form 903.1 – “Are You a Victim of Housing Discrimination?”</p> <p>21. Intent to Vacate Notice</p> <p>22. “AUTHORITY” Informal Hearing procedures</p>	<p>26. Any supplemental material the Housing Choice Voucher Department may deem necessary, such as:</p> <ul style="list-style-type: none"> • HUD Inspection Form/Initial <p>27. Information packet including an explanation of how portability works, including a list of neighboring housing agencies with the name, address and telephone number of a portability contact person at each for use by families who may move under portability.</p> <p>28. Expanding Housing Opportunities, includes:</p> <ul style="list-style-type: none"> • Maps of Poverty and Minority Areas (Low Poverty and Low Minority Areas), as well as Housing Choice Voucher Impacted Areas • Information includes schools, employment and any outreach programs. • Bus routes <p>29. HUD Form 903.1 – “Are You a Victim of Housing Discrimination?”</p> <p>30. Intent to Vacate Notice</p> <p>31. “AUTHORITY” Informal Hearing procedures including when the “AUTHORITY” is required to offer an applicant or participant family the opportunity for an informal hearing, and how to request the hearing.</p> <p>32. Family Self-Sufficiency Brochure</p>
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	<p>including when the "AUTHORITY" is required to offer an applicant or participant family the opportunity for an informal hearing, and how to request the hearing.</p> <p>23. Family Self-Sufficiency Brochure</p> <p>24. "AUTHORITY"'s sample lease for owners who do not use their own lease for their tenants.</p>	<p>33. "AUTHORITY"'s sample lease for owners who do not use their own lease for their tenants.</p>
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<p>Chapter 9 Request for Approval of Tenancy</p>	<p>No change</p>	
<p>Chapter 10 Housing Quality Standards and Inspections</p>	<p>A. GUIDELINES/TYPES OF INSPECTIONS [24 CFR 982.401(a), 982.405] The "AUTHORITY" has adopted local requirements of acceptability in addition to those mandated by the HUD Regulations.</p>	<p>Overview: HUD requires that all units occupied by families receiving HCV assistance meet HUD's Housing Quality Standards (HQS) and permits the "AUTHORITY" to establish additional requirements. The use of the term "HQS" in this</p>



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	<p>All units must meet the minimum standards set forth in the Building/Housing Code. In cases of inconsistency between the Code and these HQS, the stricter of the two shall prevail.</p> <p>Efforts will be made at all times to encourage owners to provide housing above HQS minimum standards. The "AUTHORITY" will not promote any additional acceptability criteria which are likely to adversely affect the health or safety of participant families, or severely restrict housing choice.</p>	<p>plan refers to the combination of both HUD and "AUTHORITY"-established requirements.</p> <p>All units must pass an HQS inspection prior to the approval of a lease and at least once every 12 months if annually or 24 months when approved for biennially inspection during the term of the contract, and at other times as needed, to determine that the unit meets HQS.</p> <p>This chapter explains HUD and "AUTHORITY's" requirements related to housing quality standard's as follows</p> <p>All units must pass an HQS inspection</p>	
<p>Chapter 11 Owner Rents, Rent Reasonableness, and Payment Standards</p>		<p><u>MAKING PAYMENTS OWNERS [24 CFR 982.451]</u></p> <p>The "AUTHORITY" will issue payments to landlords via direct deposit. As a requirement, all landlords must agree to Electronic Funds Transfer (EFT) as the primary method of payment.</p> <p><u>Changes in Family Unit Size Irrespective of any increase or decrease in the paym</u></p>	<p>Formatted: Underline, Font color: Red</p> <p>Formatted: Indent: Left: 0"</p> <p>Formatted: Font: Verdana, 12 pt, Bold, Underline, Font color: Red</p> <p>Formatted: Justified, Space Before: 0 pt</p> <p>Formatted: Font: Verdana, 12 pt, Font color: Red</p>



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standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size must be used to determine the payment standard for the family beginning at the family's first regular reexamination following the change in family unit size.

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Reasonable Accommodation

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with disabilities, the "AUTHORITY" is allowed to establish a higher payment standard for the family of not more than 120 percent of the published FMR.

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Increases in Payment Standard

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HAP contract, the increased payment standard will be used to calculate the monthly housing assistance payment for the family beginning on the effective date of the family's first regular reexamination on or after the effective date of the increase in



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		<p><u>the payment standard.</u> <u>Families requiring or requesting interim reexaminations will not have their HAP payments calculated using the higher payment standard until their next annual reexamination.</u></p>
<p>Chapter 12 Recertifications</p> <p>Reexamination Notice to the Family</p>	<p>Moves between Reexaminations: At the discretion of the "AUTHORITY" when families move to another dwelling unit, an annual recertification may be scheduled (unless a recertification has occurred in the last one hundred twenty (120) days and the anniversary date may be changed). Income limits are not used as a test for continued eligibility at recertification. The transfer will be reported to HUD as an "other change of unit" and the anniversary date will remain the same annually.</p> <p>The "AUTHORITY" will maintain a reexamination tracking system and the "AUTHORITY" will maintain a reexamination tracking system and the household will be notified by mail of the date and time for their interview at least ninety (90) days in advance of the anniversary date. If</p>	<p>At the discretion of the "AUTHORITY" when families move to another dwelling unit, a recertification may be scheduled (unless a recertification has occurred in the last one hundred twenty (120) days).</p> <p>The transfer will be reported to HUD as an "other change of unit" and the anniversary date will remain the same annually.</p> <p>The "AUTHORITY" will maintain a reexamination tracking system and the family will be notified by mail. At the "AUTHORITY'S" discretion, recertification's may be conducted by mail or by appointment. If by appointment, the family will be notified of the date and time of the scheduled interview. Annual recertification notices will be mailed out approximately ninety (90) days in advance of the anniversary date.</p>



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<p>Requirements to Attend</p>	<p>requested as an accommodation by a person with a disability, the "AUTHORITY" will provide the notice in an accessible format. The "AUTHORITY" will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.</p> <p>All adult household members will be required to attend the re-certification interview. If the head of household is unable to attend the interview, the spouse or co-head may recertify for the family, provided that the head comes in within thirty (30) days to recertify.</p>	<p>If requested as an accommodation by a person with a disability, the "AUTHORITY" will provide the notice in an accessible format and/or provide assistance with completing the Personal Declaration Packet.</p> <p>The "AUTHORITY" will conduct third party verification, to request required documents if a family is unable to provide</p> <p>If an annual interview is scheduled, all adult household members will be required to attend the re-certification appointment interview. If the head of household is unable to attend the interview, the spouse or co-head may recertify for the family,</p>
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<p>Failure to Respond to Notification to Recertify</p>	<p>The written notification must state which family members are required to attend the interview. The family may call to request another appointment date prior to the first scheduled appointment.</p>	<p>Failure to Respond Failure to attend a regularly scheduled appointment may result in termination of housing assistance if the family fails to notify the "AUTHORITY" in advance that they need to reschedule. The family must contact the "AUTHORITY" to request another appointment date prior to missing a scheduled appointment.</p> <p>If the family, fails to attend or respond (for recertifications by mail) the "AUTHORITY" will make no a second attempt to reschedule the appointment or mail a second and final notice to complete the annual certification.</p> <p>If the family fails to attend or misses a second scheduled appointment, and has communicated with the "AUTHORITY", Notice of Proposed Termination will send the family an advising they are in violation of program family obligations and give—the family an option to request an informal hearing.</p> <p>If a letter is returned to the "AUTHORITY" with a forwarding address, the Eligibility Specialist will contact the family to confirm the address. When a letter is returned by the Post Office with a forwarding address, the "AUTHORITY" must follow up to determine a family has not moved without notice. The "AUTHORITY"</p>
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<p>Documents Required From the Family</p>	<p>The "AUTHORITY" will enclose instructions for the family on what to provide with the recertification. Items requested may include but are not limited to the following (if applicable):</p> <p>In the notification letter to the family, the "AUTHORITY" will include instructions for the family to bring/provide the following at time of appointment or within 14 calendar days:</p> <ul style="list-style-type: none"> • Personal Declaration Form completed by head of household and all members of 18 years of age • Documentation of income or no income for all family members • Documentation of all assets • Documentation of any deductions/allowances 	<p>will make no more than two attempts to contact the family before mailing a Notice of Proposed Termination letter.</p> <p>Exceptions to these policies may</p> <ul style="list-style-type: none"> • Personal Declaration Form completed by head of household and all adult members of the household 18 years of age and older • 3-6 most current and consecutive paystub • Current SSI/SSA Award letter • Unemployment Printout (For members claiming no zero income, a Statement of Facts and/or Certificate of No Income form may be required) • Current pension award statement(s) • Bank Statements for all members and accounts (3 most current/consecutive) • Child Support award statement • Three (3) current /consecutive months of rent receipts (if landlord does not provide receipts, money order stub, cancelled check stub, or letter from landlord is sufficient)
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<p>COLLEGE STUDENT REDETERMINATION OF ELIGIBILITY</p>	<ul style="list-style-type: none"> • Documentation to support claims • Three (3) current months of rent receipts • Form HUD 92006 • Medical Marijuana Form • VAWA • Social Security Cards, Birth Certificates and Verification of Legal Non-Citizenship status, if applicable at annual reexamination 	<ul style="list-style-type: none"> • Immigration Status (if applicable) at each annual reexamination • Photo I.D. for each adult member <p>Other required forms included with the packet:</p> <p>For Head of Households that are a college student within a household must provide documentation that the student does or does not anticipate receiving financial support from the student's parent(s) or guardian(s) and if applicable, the amount of support anticipated to be received.</p> <p>Each college student receiving an athletic scholarship must provide verification of amount applied to housing costs.</p> <p>This may be achieved by requesting a copy of the college student's Form 1040EZ, 1040, or 1040A tax returns for the prior year. The "AUTHORITY" may also, if practicable, review the college student's parents or guardians tax returns. The college student must supply information requested by the "AUTHORITY" necessary in the administration of (982.551) of the program.</p> <p>If the tenant rent portion increases, the "AUTHORITY" will notify the family by providing a</p>
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<p>Chapter 12</p> <p>TENANT INCREASE</p> <p>RENT</p>	<p>This may be achieved by requesting a copy of the college student's Form 1040EZ, 1040, or 1040A tax returns for the prior year. The "AUTHORITY" will check the box that asks whether the student's parents (or someone else) can claim him/her on their tax return (see box "5" for Form 1040 EZ and box "6a" for Forms 1040 and 1040A). The "AUTHORITY" may also, if practicable, review the college student's parents or guardians tax returns. The college student must supply any information that the "AUTHORITY" or HUD determines is necessary in administration of public housing, voucher, or certificate programs (24 CFR 960.259 and 982.551).</p> <p>If the tenant rent increases, a thirty (30) day notice is mailed to the family prior to the scheduled effective date of the annual recertification.</p>	<p>thirty (30) day notice of change to rent portion. This notice is mailed to the family thirty (30) days prior to the scheduled effective date of the annual recertification.</p> <p>If less than thirty (30) days are remaining before the scheduled effective date of the annual recertification due to delay by the "AUTHORITY", the family's increase in rent portion will be made effective on the first of the month following the family being notified.</p> <p>If there is an increase in the family's rent portion and less than thirty (30) days are remaining before the scheduled effective date of the annual recertification and there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination process, the family will be responsible to pay such increase retroactive to or on the effective date of the recertification.</p> <p>Program participants must report all changes in the household within thirty (30) days of the change taking effect between annual reexaminations. This includes changes to income and household composition such as removal of or additions to the</p>
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<p>REPORTING INTERIM CHANGES</p>	<p>If less than thirty (30) days are remaining before the scheduled effective date of the annual recertification, the tenant rent increase will be effective on the first of the following month.</p> <p>If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent scheduled effective date of the annual recertification.</p>	<p>household including due to birth, adoption and court-awarded custody. The family must obtain "AUTHORITY" approval prior to all other additions to the household. The "AUTHORITY" will not issue a larger voucher due to additions of family members other than by birth, adoption, marriage, or court-awarded custody of a current approved family member. Exceptions may be approved as a reasonable accommodation if requested for a person with a disability.</p> <p>Certain classifications of immigration status require the "AUTHORITY" to pro-rate a family's subsidy if certain criteria is not met. If the non-citizenship category of the family changes due to a member becoming a legal non-citizen or whatever the circumstances, a recertification will be conducted to adjust the rent according to the new family category, even if income and family composition remains unchanged.</p> <p>An interim reexamination does not affect the date of the annual recertification. Families claiming zero income will be reviewed the "AUTHORITY" every ninety (90) days for an interim reexamination to be completed.</p>
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	<p>Program participants must report all changes in household composition within thirty (30) days to the "AUTHORITY" between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain "AUTHORITY" approval prior to all other additions to the household.</p> <p>The "AUTHORITY" will not issue a larger voucher due to additions of family members other than by birth, adoption, marriage, or court-awarded custody of a current approved family member.</p> <p>If the non-citizenship category of the family changes due to a member becoming a legal non-citizenship or whatever the circumstances, an annual reexamination interim will be conducted to increase or decrease the rent according to the new family category, even if income and family</p>	<p>The "AUTHORITY" will review the Enterprise Income Verification (EIV) Income Report for each New Admission (form HUD-50058 action type 1) within ninety (90) days of the participant's admission date to the program</p> <p>Add:</p> <ul style="list-style-type: none">• A statement that the information received from the welfare agency cannot be disputed at the informal hearing, and the issue to be examined at the informal hearing will be the "AUTHORITY"'s determination of the amount of imputed welfare income, not the welfare agency's determination to sanction the welfare benefits.
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<p>Family Dispute of Amount of Imputed Welfare Income</p>	<p>composition remains unchanged.</p> <p>An interim reexamination does not affect the date of the annual recertification. An interim reexamination will be scheduled for families with zero or unstable income every ninety (90) days.</p> <p>The "AUTHORITY" will review the Enterprise Income Verification (EIV) Income Report for each New Admission (form HUD-50058 action type 1)</p> <p>Chapter 16</p> <p>OWNERSHIP CHANGES RESPONSIBILITIES AND RESTRICTIONS</p>	
<p>Chapter 15 Denials and Terminations</p>	<p>INTRODUCTION</p> <p>The "AUTHORITY" may deny or terminate assistance for a family because of the family's action or failure to act. The "AUTHORITY" will provide families with a written description of the family obligations under the</p>	<p>In an effort to assist families in their housing search, the "AUTHORITY" encourages landlords and Owners to list available rentals thru an online service using gosection8.com. By request, the "AUTHORITY" provides families with a printout</p>



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program, the grounds under which the "AUTHORITY" can deny or terminate assistance, and the "AUTHORITY"'s informal review/hearing procedures. This chapter describes when the "AUTHORITY" is required to deny or terminate assistance, and the "AUTHORITY"'s policies for the denial of assistance and the grounds for termination of assistance under an outstanding existing HAP contract.

A. FAMILY OBLIGATIONS [24 CFR 982.551]

The family must supply any information that the "AUTHORITY" or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR 982.551). "Information" includes any requested certification, release or other documentation. The family must supply any information requested by the "AUTHORITY" or HUD for use in a regularly scheduled

of these listings to assist in the families search. Although the "AUTHORITY" does not maintain a list of owners that are "pre-qualified" to participate in the program, owners may inform the "AUTHORITY" of their willingness to participate with the program and lease a unit to an eligible HCV family.

16-1.B. OWNER RESPONSIBILITIES [24 CFR 982.452]

Under the HCV program, owners are responsible to follow the following regulations:
Complying with the owner's obligations under the HAP contract and enforcement of the lease
Perform all management duties of the rental unit, to include the selecting and suitability of a voucher-holder to lease the unit,
Maintaining the unit in accordance with the Housing Quality Standards (HQS), to include providing their own routine and non-routine



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	<p>reexamination or interim reexamination of family income and composition in accordance with HUD requirements.</p> <p>The family must disclose and verify Social Security Numbers (in accordance with 24 CFR 5.216) and must sign and submit consent forms for obtaining information in accordance with 24 CFR 5.230.</p> <p>All information supplied by the family must be true and complete.</p> <p>The family is responsible for an HQS breach caused by the family in accordance with 24 CFR 982.404(b).</p> <p>The family must allow the "AUTHORITY" to inspect the unit at reasonable times and after reasonable notice.</p> <p>The family may not commit any serious or repeated violations of the lease.</p> <p>The family must notify the owner and, at the same time, notify the "AUTHORITY" before the family moves out of the unit or terminates the lease upon notice to the owner.</p> <p>The family must promptly give the "AUTHORITY" a copy of any owner eviction notice.</p> <p>. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.</p> <p>. The composition of the assisted family residing in the unit must be approved</p>	<p>maintenance as needed at the unit</p> <p>Complying with equal opportunity requirements</p> <p>Provide the "AUTHORITY" requested information required under the HAP contract</p> <p>Collecting the security deposit, the tenant rent, and any charges for unit damage by the family.</p> <p>Enforcement of their tenant obligations under the dwelling lease</p> <p>Paying for utilities and services that are not the responsibility of the family as specified in the lease</p> <p>Allowing reasonable modifications to a dwelling unit occupied or to be occupied by a disabled person [24 CFR 100.203]</p> <p>Complying with the Violence against</p>
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<p>Chapter 16 OWNER DISAPPROVAL AND RESTRICTION INTRODUCTION</p> <p>It is the policy of the "AUTHORITY" to recruit owners to participate in the voucher program. The "AUTHORITY" will provide owners with prompt and professional service in order to maintain an adequate supply of available housing throughout the jurisdiction of the</p>	<p>by the "AUTHORITY". The family must promptly inform the "AUTHORITY" of the birth, adoption or court-awarded custody of a child. The family must request Housing Authority approval to add any other family member as an occupant of the unit. The "AUTHORITY" may approve additional family members in the</p>	<p>Women Reauthorization Act of 2013 (VAWA) when screening prospective HCV tenants or terminating the tenancy of an HCV family (see 24 CFR Part 5, Subpart L; 24 CFR 982.310(h)(4); and 24 CFR 982.452(b)(1))</p>
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<p>“AUTHORITY”. The regulations define when the “AUTHORITY” must disallow an owner participation in the program, and they provide the “AUTHORITY” discretion to disapprove or otherwise restrict the participation of owners in certain categories. This chapter describes the criteria for owner disapproval, and the various penalties for owner violations.</p>		
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**OWNERSHIP CHANGES
RESPONSIBILITIES AND
RESTRICTIONS**

The "AUTHORITY" is responsible for ensuring that participating families have access to all types and ranges of affordable housing its jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element is developing relationships with Owners willing to participate in the HCV program

For this reason, the "AUTHORITY" will continue to:
Develop professional ties and



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		<p>working relationships with owners and landlords</p> <p>Participate and promote with neighborhood organizations who have interests in housing very - low income families</p> <p>Educate more people about the program, required equal opportunities and nondiscrimination rules. Provide information on prohibited Fair Housing and Discrimination actions.</p> <p>In an effort to assist families in their housing search, the "AUTHORITY" encourages landlords and Owners to list available rentals thru an online service using gosection8.com. By request, the "AUTHORITY" provides families with a printout of these listings to assist in the families search. Although the "AUTHORITY" does not maintain a list of owners that are "pre-qualified" to participate in the program, owners may inform the "AUTHORITY" of their willingness to participate with the program and lease a unit to an eligible HCV family.</p>
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		<p><i>16-I.C. OWNER QUALIFICATIONS</i></p> <p>The "AUTHORITY" will not formally approve an owner to participate in the HCV program. There are a number of criteria where the "AUTHORITY" may deny approval of an assisted tenancy based on past owner behavior, conflict of interest, or other owner-related issues. No owner has a right to participate in the HCV program [24 CFR 982.306(e)].</p> <p><i>Owners Barred from Participation [24 CFR 982.306(a) and (b)]</i></p> <p>The "AUTHORITY" must not approve a request for assisted tenancy with an owner who has been debarred, suspended, or subject to a limited denial of participation under.</p> <p>HUD may direct the "AUTHORITY" disapprove a</p>
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		<p>tenancy request if a court</p> <p><i>Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)]</i></p> <p>HUD regulations permit the "AUTHORITY" to disapprove a request for tenancy for any of (not limited to) the reasons outlined below: .</p> <p>If the "AUTHORITY" disapproves a request for tenancy on an owner currently under a HAP contract, it may not terminate the HAP contract for any assisted families that are already living in the owner's properties unless the owner has violated the HAP contract for those units].</p> <p>"AUTHORITY"</p>
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		<p>Policy:</p> <p>It is not a given right to participate in the program. For purposes of this section, "owner" includes a principal or other interested party. The "AUTHORITY" will disapprove the owner for the following reasons:</p> <p>The "AUTHORITY" has been informed or instructed by HUD or other agency directly related, that the owner has been disbarred, suspended, or subject to a limited denial of participation.</p> <p>The "AUTHORITY" has been informed that the Federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or</p>
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		<p>other Federal equal opportunity requirements and such action is pending.</p> <p>The "AUTHORITY" has been informed that a court or administrative agency has determined that the owner violated the Fair Housing Act or other Federal equal opportunity requirements.</p> <p>Unless their lease was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. The "AUTHORITY" will waive this restriction as a reasonable accommodation for a family member who is a person with a disability.</p> <p>In cases where the</p>
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		<p>owner and tenant bear the same last name, the "AUTHORITY" may at its discretion, require the family and or owner to certify whether they are related to each other in any way.</p> <p>The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).</p> <p>The owner has committed fraud, bribery or any other corrupt act in connection with any Federal housing program.</p> <p>The owner has engaged in drug-related criminal activity or any violent criminal activity.</p> <p>Records reflect that the owner has</p>
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		<p>a history or practice of non-compliance with the HQS for units leased under the tenant-based programs or with applicable housing standards for units leased with project based Housing Choice Voucher assistance or leased under any other Federal housing program and/or has a documented history or practice of renting units that fail to meet State or local housing codes.</p> <p>The owner has not paid State or local real estate taxes, fines or assessments.</p> <p>The owner has failed to comply with regulations, the mortgage or note, or the regulatory agreement for projects with</p>
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		<p>mortgages insured by HUD or loans made by HUD.</p> <p>The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under the Housing Choice Voucher Program or any other Federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:</p> <p>Threatens the right to peaceful enjoyment of the premises by other residents.</p> <p>Threatens the health or safety of owners, other residents, employees of the "AUTHORITY" other persons engaged in</p>
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		<p>management</p> <p>Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises.</p> <p>Engages in drug-related criminal activity or violent criminal activity. In considering whether to disapprove owners for any of the discretionary reasons listed above, the "AUTHORITY" will consider any mitigating factors. Such factors may include, but are not limited to, the seriousness of the violation in relation to program requirements, the impact on the</p>
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		<p>ability of families to lease units under the program, health and safety of participating families, among others. Upon consideration of such circumstances, the "AUTHORITY" may, on a case-by-case basis, choose to approve an owner.</p> <p><i>Leasing to Relatives 24 CFR 982.306(d)</i></p> <p>The "AUTHORITY" must not approve a tenancy if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family. The PHA may make an exception as a reasonable accommodation for a person with a disability.</p> <p>accommodation for a</p>
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		<p>family member with a disability. The owner is required to certify that no such relationship exists. This restriction applies at the time that the family receives assistance under the HCV program for occupancy of a particular unit. Current contracts on behalf of owners and families that are related may continue, but any new leases or contracts for these families may not be approved.</p> <p><i>Conflict of Interest</i> <i>[24 CFR 982.161;</i> <i>HCV GB p. 8-19]</i> The "AUTHORITY" must not approve a tenancy in which any of the following classes of persons has any</p>
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		<p>interest, direct or indirect, during tenure or for one year thereafter: Any present or former member or officer of the "AUTHORITY (except a participant commissioner) Any employee of the "AUTHORITY, or any contractor, subcontractor or agent of the "AUTHORITY , who assists with change or implantation of policy or who influences decisions with respect to the programs Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs Any member of the Congress of the United States HUD may waive</p>
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		<p>the conflict of interest requirements, except for members of Congress, for good cause. The "AUTHORITY" must submit a waiver request to the appropriate HUD Field Office for determination. Any waiver request submitted by the PHA must include the following [HCV Guidebook pp.11-2 and 11-3]:</p> <ul style="list-style-type: none">Complete statement of the facts of the case;Analysis of the specific conflict of interest provision of the HAP contract and justification as to why the provision should be waived;Analysis of and statement of consistency with state and local
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		<p>laws. The local HUD office, the "AUTHORITY" or each party may conduct this analysis. Where appropriate, an opinion by the state's attorney general should be obtained; Opinion by the local HUD office as to whether there would be an appearance of impropriety if the waiver were granted; Statement regarding alternative existing housing available for lease under the HCV program or other assisted housing if the waiver is denied; If the case involves a hardship for a particular family, statement of the circumstances and discussion of possible alternatives; If the case involves a</p>
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		<p>public official or member of the governing body, explanation of his/her duties under state or local law, including reference to any responsibilities involving the HCV program; If the case involves employment of a family member by the PHA or assistance under the HCV program for an eligible "AUTHORITY" employee, explanation of the responsibilities and duties of the position, including any related to the HCV program; If the case involves an investment on the part of a member, officer, or employee of the PHA, description of the nature of the investment, including disclosure/divestiture plans.</p> <p><i>Legal Ownership of Unit</i></p>
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		<p>The following represents HACSJ Policy on legal ownership of a dwelling unit to be assisted under the HCV program. <u>HACSJ Policy</u> Owners must provide the current address of their residence (not a Post Office box). If families lease properties owned by relatives, the owner's current address will be compared to the subsidized unit's address. Owners must provide a Federal Employer Tax Identification number or Social Security number. The owner must provide a home telephone number and business number if</p>
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		<p>applicable. A driver's license or other photo identification may be requested. Owners must also submit proof of ownership of the property, such as a Grant Deed or Tax Bill, and a copy of the Management Agreement if the property is managed by a management agent.</p> <p>Unless their lease was effective prior to June 17, 1998, a family may not lease properties owned by a parent, child, grandparent, grandchild, sister or brother of any family member. The Housing Authority will waive this</p>
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		restriction as a reasonable accommodation for a family member who is a person with a disability.

RESOLUTION NO. 2019-15

**APPROVING THE REVISIONS OF
OF THE HOUSING CHOICE VOUCHER (HCV) PROGRAM
ADMINISTRATIVE PLAN**

WHEREAS, the Housing Authority of the County of Merced recognizes the need to review and update its policies to ensure that they are compliant with HUD Regulations and current practice;

WHEREAS, at this time it is necessary to revise various portions of the Housing Choice Voucher (HCV) Program Administrative Plan as needed in order to be consistent and compliant with the HUD 24 CFR language and current practice,

THEREFORE, BE IT RESOLVED that the Housing Authority of the County of Merced does hereby adopt **Resolution No. 2019-15**, approving the revisions to the Housing Choice Voucher (HCV) Program Administrative Plan.

The foregoing resolution was introduced at the July 16, 2019 Board meeting of the Board of Commissioners of the Housing Authority of the County of Merced and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

Chairperson, Board of Commissioners
Housing Authority of the County of Merced

Dated: July 16, 2019