

APPENDICES

Number	Title
1	Sample Outline: Admissions and Occupancy Policy
2	Sample Outline: Grievance Procedures
3	Sample Outline: Payment and Collections Policy
4	Sample Outline: Rental and Homebuyer Housing Maintenance Policies
5	Sample Outline: Personnel Policy
6	Model Declaration of Section 214 Status
7	List of Permissible Documents for Declaration of Eligible Immigrant Status
8	Worksheet: Calculating Pro-rated Assistance for Mixed Families
9	Sample Form: Application for Assistance
10	Sample Form: Tenant File Checklist
11	Form HUD-9886: Authorization for the Release of Information
12	Sample Forms: Verification of Income Forms
13	Sample Format: Calculating Annual and Adjusted Income and Tenant Payment Case Study: Calculating Annual and Adjusted Income and Tenant Payment
14	Worksheet: Calculating Ceiling Rents
15	Sample Forms: Property Inspection Forms
16	Suggested Proposal Format for Housing Authority Use
17	Annual Progress Reports
18	Sample Form: Resident Contract Record
19	Sample Outline: Curriculum for a Mutual Help Homebuyer Counseling Program
20	Sample Outline: Curriculum for a Rental Housing Counseling Program

A-1

APPENDIX 1

SAMPLE OUTLINE: ADMISSIONS AND OCCUPANCY POLICY
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This is a sample outline for an IHA's Admissions and Occupancy Policy.

1. IHA GOALS AND OBJECTIVES

II. APPLICATION AND ELIGIBILITY (See Chapter 2 of this guidebook)

A. Eligibility

- o Describe eligibility criteria
- o Attach copy of income limits

B. Application Procedures

- o Describe intake procedures:
 - . how the program will be announced,
 - . where applications will be taken (for example: in one central location. accommodations for elderly/disabled, etc.),
 - . when applications will be accepted (for example: on a continuing basis, for a limited time, only during certain hours, etc.),
 - . the method of application (for example: in-person, by mail, using interviews, . etc.).

III. TENANT SELECTION AND SCREENING (See Chapter 2 of this guidebook)

A. Waiting List Procedures

- o Describe waiting list procedures including:
 - . policy on opening and closing the waiting list,
 - . policy on updating and purging the waiting list,
 - . selecting from the waiting list.

B. Preferences (if applicable)

- o Describe how the federal preferences will be implemented, including whether federal preferences will be ranked, aggregated or treated equally.

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Appendix 1

A-1.1

- o Describe any local established preferences and how they will be used to: (1) select among households without a federal preference, and (2) rank federal preference holders. (Examples of local preferences include local residency and special needs populations.)
- o Describe any tribal preferences.

C. Screening Policies

- o Describe the screening criteria that will result in rejection of applicants, for example:
 - . unsatisfactory previous landlord references,
 - . money owed to the IHA,
 - . evidence of criminal activity,
 - . unsatisfactory credit.
- o For homeownership programs, describe how the IHA will determine whether the applicant has the financial capacity to assume homeownership capabilities and the ability to perform maintenance functions.
- o Describe the process that will be used for screening applicants and any appeals process.

D. Occupancy Standards

- o Describe the occupancy standards that will be applied to determine the number of bedrooms for which applicants qualify; for example, generally requiring two persons per bedroom.
- o Describe any exceptions or clarifications of the basic occupancy standards, for example:
 - . children of the opposite sex above the age of six will not be required to share the same bedroom,
 - . children will not be required to share a bedroom with a parent,
 - . an unborn child may be considered for the purpose of assigning the bedroom size,
 - . larger-size units than indicated by these policies may be assigned if the applicant provides documentation that a larger unit is needed for health/medical reasons.
- o Describe how occupancy standards will be used for in-place residents:
 - . when in-place residents will be required or permitted to transfer to another unit.

E. Verification Procedures

F. Notification of Applicants

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Appendix 1

A-1.2

IV. LEASING AND MANAGEMENT POLICIES (See Chapters 4 and 5 of this guidebook)

A. Unit Assignment

- o Describe unit assignment procedures as well as policies on assigning units based on criteria other than family size, such as handicapped persons or income.

- B. Rent Homebuyer Payment Calculations
 - o Explain the general rules for calculating rents and refer to the rent schedule, or
 - o Explain purchase price schedule, interest rate and amortization, and how homebuyer payments are collected.
 - C. Utility Allowances
 - D. Inspections
 - E. Security Deposit (for rental housing)
 - F. Reexaminations
 - G. Unit Transfers (for rental housing)
 - H. Termination of Residency
 - I. Community Rules (for rental housing)
 - J. Move-out Procedures
 - K. Changes to the Lease (for rental housing)
 - L. Policy on Subletting (for homeownership programs)
 - M. Succession (for homeownership housing)
- V. FAIR HOUSING COMPLIANCE
- A. Non-discrimination (in accordance with the Indian Civil Rights Act)
 - B. Section 504 Compliance/Accessibility
 - o Describe how the program administrator will comply with Section 504 requirements, including:
 - . providing information materials in alternative formats (large print, on tape, etc.),
- SAMPLE -- Appendix 1
A-1.3
- . communicating with hearing impaired applicants,
 - . making reasonable accommodations to applicants with disabilities.

ATTACHMENTS

- ù Income Limits
- ù Definition of Terms
- ù Schedules of Rents and Utility Allowances
- ù Schedules of Other Charges
- . Lease

- . Grievance Policy
- . Application
- . Payment and Collections Policies

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Appendix 1

A-1.4