CHAPTER I THE RECIPIENT

SECTION 1 INTRODUCTION

- A. SUMMARY
- B. LAWS & CUSTOMS OF THE TRIBE
- C. Prohibited Use of Premises
- D. Law Enforcement
- E. JURISDICTION
- F. OVERVIEW AND HISTORY OF THE PROGRAM
- G. RECIPIENT MISSION

SECTION 2 MANAGEMENT CAPACITY

- A. ORGANIZATION AND STRUCTURE OF THE RECIPIENT
- B. THE RECIPIENT'S COMMITMENT TO ETHICS AND SERVICE
- C. Conflict of Interest
- D. Applicable Codes & Laws
- E. Other APPLICABLE REQUIREMENTS
- F. PARTNERSHIPS

CHAPTER II POLICY & PROCEDURES

SECTION 3 OVERVIEW

- A. PURPOSE OF THE POLICY
- B. CONTENTS OF THE POLICY
- C. APPLICABILITY OF POLICIES
- D. Program Applicability
- E. Staff and Officials Applicability
- F. UPDATING AND REVISING THE POLICY
- G. Number and Gender
- H. Authorization of Executive Director

SECTION 4 INDIAN PREFERENCE

- A. TRIBAL REQUIREMENTS
- B. NAHASDA REQUIREMENTS

CHAPTER III ELIGIBILITY

SECTION 5 DEFINITIONS OF FAMILY & HOUSEHOLD MEMBERS

- A. OVERVIEW
- B. FAMILY AND HOUSEHOLD
- C. FAMILY BREAK-UP; REMAINING MEMBER OF TENANT FAMILY
- D. HEAD OF HOUSEHOLD
- E. SPOUSE, COHEAD, AND OTHER ADULT
- F. DEPENDENT
- G. FULL-TIME STUDENT
- H. ELDERLY AND NEAR-ELDERLY PERSONS, AND ELDERLY FAMILY
- I. PERSONS WITH DISABILITIES AND DISABLED FAMILY
- J. GUESTS
- K. FOSTER CHILDREN AND FOSTER ADULTS
- L. ABSENT FAMILY MEMBERS

- M. LIVE-IN AIDE
- N. GUARDIAN
- O. SUCCESSOR

SECTION 6 ELIGIBILITY CRITERIA

- A. INCOME ELIGIBILITY AND TARGETING
- B. SOCIAL SECURITY NUMBERS
- C. FAMILY CONSENT TO RELEASE OF INFORMATION

SECTION 7 DENIAL OF ADMISSION

- A. OVERVIEW
- B. REQUIRED DENIAL OF ADMISSION
- C. REASONS FOR DENIAL OF ADMISSION
- D. Use of Illegal Substances
- E. SCREENING
- F. CRITERIA FOR DECIDING TO DENY ADMISSION
- G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING Consideration of Derogatory Findings
- H. NOTICE OF ELIGIBILITY OR DENIAL

CHAPTER IV APPLICATIONS, WAITING LIST AND TENANT SELECTION

SECTION 8 THE APPLICATION PROCESS

- A. Application Forms
- B. Application Process
- C. Charges
- D. Communication
- E. ACCESSIBILITY OF THE APPLICATION PROCESS
- F. PLACEMENT ON THE WAITING LIST
- G. Essential Information for Waiting List Placement

SECTION 9 APPLICANT FILES

- A. Filing Requirements
- B. File Management
- C. Inactive File
- D. File Retention
- E. Confidentiality

SECTION 10 MANAGING THE WAITING LIST

- A. OVERVIEW
- B. Waiting List Organization
- C. Basics
- D. Priorities
- E. Preferences
- F. OPENING AND CLOSING THE WAITING LIST
- G. Placement on the Waiting List
- H. Entering New Applicants
- I. FAMILY OUTREACH

- J. REPORTING CHANGES IN FAMILY CIRCUMSTANCES
- K. UPDATING THE WAITING LIST
- L. Removal from the Waiting List
- M. Reporting Requirements

SECTION 11 TENANT SELECTION

- A. Waiting List Selection
- **B. SELECTION METHOD**
- C. Priorities
- D. Preferences
- E. NOTIFICATION OF SELECTION
- F. THE APPLICATION INTERVIEW
- G. FINAL ELIGIBILITY DETERMINATION

CHAPTER V OCCUPANCY STANDARDS AND UNIT OFFERS

SECTION 12 OCCUPANCY STANDARDS

- A. OVERVIEW
- B. DETERMINING UNIT SIZE
- C. EXCEPTIONS TO OCCUPANCY STANDARDS

SECTION 13 UNIT OFFERS

- A. OVERVIEW
- **B. NUMBER OF OFFERS**
- C. TIME LIMIT FOR UNIT OFFER ACCEPTANCE OR REFUSAL
- D. REFUSALS OF UNIT OFFERS
- E. ACCESSIBLE UNITS
- F. DESIGNATED HOUSING

SECTION 14 Occupancy Use

- A. Authorized Occupants
- B. Exclusive Use
- C. Guests or Visitors
- D. Unauthorized Occupants
- E. Temporary Absence from Unit

CHAPTER VI INCOME AND RENT DETERMINATIONS

SECTION 15 ANNUAL INCOME

- A. OVERVIEW
- B. HOUSEHOLD COMPOSITION AND INCOME
- C. ANNUAL INCOME
- D. EARNED INCOME
- E. EARNED INCOME DISALLOWANCE
- F. BUSINESS INCOME
- G. ASSETS
- H. PERIODIC PAYMENTS
- I. PAYMENTS IN LIEU OF EARNINGS
- J. WELFARE ASSISTANCE

- K. PERIODIC AND DETERMINABLE ALLOWANCES
- L. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME

CHAPTER VII ADJUSTED INCOME

SECTION 16	DETERMINING	ADJUSTED INCOME
------------	-------------	------------------------

- A. DEPENDENT DEDUCTION
- B. ELDERLY OR DISABLED FAMILY DEDUCTION
- C. MEDICAL EXPENSES DEDUCTION
- D. DISABILITY ASSISTANCE EXPENSES DEDUCTION
- E. CHILD CARE EXPENSE DEDUCTION
- F. PERMISSIVE DEDUCTIONS
- G. Other Deductions

CHAPTER VIII CALCULATING RENT

SECTION 17 OVERVIEW OF INCOME-BASED RENT CALCULATIONS

- A. MINIMUM RENT
- B. FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT
- C. UTILITY ALLOWANCES
- D. PRORATED RENT FOR MIXED FAMILIES
- E. FLAT RENTS AND FAMILY CHOICE IN RENTS

EXHIBITS

- A. ANNUAL INCOME INCLUSIONS
- B. ANNUAL INCOME EXCLUSIONS
- C. TREATMENT OF FAMILY ASSETS
- D. EARNED INCOME DISALLOWANCE
- E. THE EFFECT OF WELFARE BENEFIT REDUCTION

CHAPTER IX VERIFICATION

SECTION 18 GENERAL VERIFICATION REQUIREMENTS

Α.	FAMILY CONSENT TO RELEASE OF INFORMATION	2
B.	OVERVIEW OF VERIFICATION REQUIREMENTS	2
C.	UP-FRONT INCOME VERIFICATION (UIV)	3
D.	THIRD-PARTY WRITTEN AND ORAL VERIFICATION	5

E. SELF-CERTIFICATION

7

SECTION 19 VERIFYING FAMILY INFORMATION

Α.	VERIFICATION OF LEGAL IDENTITY	9
B.	SOCIAL SECURITY NUMBERS	9
C.	DOCUMENTATION OF AGE	10
D.	FAMILY RELATIONSHIPS	10
E.	VERIFICATION OF STUDENT STATUS	12
F.	DOCUMENTATION OF DISABILITY	12
G.	CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS	13
Н.	VERIFICATION OF PREFERENCE STATUS	

14

SECTION 20 VERIFYING INCOME AND ASSETS

- A. EARNED INCOME
- B. BUSINESS AND SELF EMPLOYMENT INCOME
- C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS
- D. ALIMONY OR CHILD SUPPORT

BASE	N 25 ANNUAL REEXAMINATIONS FOR FAMILIES PAD RENTS OVERVIEW	YING INCOME 9-2
CHAPTER XII REEXAMINATIONS		
HOUSEKI	EEPING RULES AND REGULATIONS	15
IDENTIFI(CATION AND QUIET ENJOYMENT RULES	1
	EXHIBITS	
A. B.	N 24 OVERVIEW TYPES OF INSPECTIONS NOTICE AND SCHEDULING OF INSPECTIONS INSPECTION RESULTS	
CHA	PTER XI MAINTENANCE & INSPECTIONS	
A. B. C. D. E. F.	Move-In Inspection Purpose Defects Discovered Photos Documentation Requirements Punch List Items Warranty Period	
A. B. C. D. E. F. G. H.	CHAPTER X LEASING AND MOVING III N 22 LEASE/Rental Agreement REQUIREMENTS OVERVIEW ORIENTATION EXECUTION OF LEASE/Agreement MODIFICATIONS TO THE LEASE/Agreement SECURITY DEPOSITS PAYMENTS UNDER THE LEASE RULES AND REGULATIONS FOR SAFETY AND QUIET ENJO Signor of Dwelling Lease No Longer Living in Unit Transfer of Family to Another Unit	
A. B. C.	N 21 VERIFYING MANDATORY DEDUCTIONS DEPENDENT AND ELDERLY/DISABLED HOUSEHOLD DEDI MEDICAL EXPENSE DEDUCTION DISABILITY ASSISTANCE EXPENSES CHILD CARE EXPENSES	UCTIONS
F. G. H.	NET INCOME FROM RENTAL PROPERTY RETIREMENT ACCOUNTS	18 18
E.	ASSETS AND INCOME FROM ASSETS	

	9-2
	9-
	9-4 AT DENTS
SECTION 26 REEXAMINATIONS FOR FAMILIES PAYING FLA	
A. OVERVIEW	
B. FULL REEXAMINATION OF FAMILY INCOME AND COM	
C. REEXAMINATION OF FAMILY COMPOSITION ("ANNUA	AL UPDATE") 9-6
SECTION 27 INTERIM REEXAMINATIONS	
A. OVERVIEW	
B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION	
C. CHANGES AFFECTING INCOME OR EXPENSES	
D. PROCESSING THE INTERIM REEXAMINATION	9-12
SECTION 28 RECALCULATING TENANT RENT	
A. OVERVIEW	0.14
B. CHANGES IN UTILITY ALLOWANCES	
C. NOTIFICATION OF NEW TENANT RENT	
D. DISCREPANCIES	
CHAPTER XIIIPETS	
SECTION 29 ASSISTANCE ANIMALS	
A. OVERVIEW	
B. APPROVAL OF ASSISTANCE ANIMALS	
C. CARE AND HANDLING	
SECTION 30 PETS	
A. OVERVIEW	
B. MANAGEMENT APPROVAL OF PETS	
C. STANDARDS FOR PETS	
D. PET RULES	
E. PET DEPOSITS	
F. NON-REFUNDABLE NOMINAL PET FEE	
G. OTHER CHARGES	10-13
CHAPTER XIVTRANSFER POLICY	
SECTION 31 EMERGENCY TRANSFERS	
A. OVERVIEW	
B. EMERGENCY TRANSFERS	
C. EMERGENCY TRANSFER PROCEDURES D. COSTS OF TRANSFER	
D. COSTS OF TRANSFER	12
SECTION 32 RECIPIENT REQUIRED TRANSFERS	

		14
B. TYPES OF	RECIPIENT REQUIRED TRA	ANSFERS14
C.ADVERSE	E ACTION	15
D.COST OF	TRANSFER	16
SECTION 22	TDANCEDO DECUESTE	D DV TENANTO
SECTION 33	TRANSFERS REQUESTED	DRI IENANIS
		16
B. TYPES OF	RESIDENT REQUESTED TR	ANSFERS16
C. ELIGIBILI	TY FOR TRANSFER	17
		18
E. COST OF	TRANSFER	18
F. HANDLIN	G OF REQUESTS	18
SECTION 34	TRANSFER PROCESSING	ì
A. OVERVIE	W	19
		19
		110
		110
		111
		ANSFERS111
	CHAPTER XVLEAS	SE TERMINATIONS
SECTION 35	TERMINATION BY TENAN	Т
A. TENANT (CHOOSES TO TERMINATE T	THE LEASE12
SECTION 36	TERMINATION BY RECIPI	ENT – MANDATORY
A. OVERVIE	W	13
		IP13
		RITY DOCUMENTATION13
		S'S OFFER OF A LEASE REVISION 14
		14
		Y SERVICE REQUIREMENTS 14
H. DEATH O	F A SOLE FAMILY MEMBER	14
SECTION 37	TERMINATION BY RECIPI	ENT – OTHER AUTHORIZED
REASONS		
A. OVERVIEV	W	
B. MANDAT	ORY LEASE PROVISIONS	
C. OTHER A	UTHORIZED REASONS FOR	TERMINATION
D. ALTERNA	TIVES TO TERMINATION O	F TENANCY
	FOR DECIDING TO TERMIN	
		IG TENANCY OF VICTIMS OF
	C VIOLENCE, DATING VIOL	

CHAPTER XVI NOTIFICATION REQUIREMENTS, EVICTION PROCEDURES AND RECORD KEEPING

IV.A. O	VERVIEW	118
IV.B. C	CONDUCTING CRIMINAL RECORDS CHECKS	118
IV.C. D	DISCLOSURE OF CRIMINAL RECORDS TO FAMILY	118
	EASE TERMINATION NOTICE	
	VICTION	
	TOTIFICATION TO POST OFFICE	
IV.G. R	ECORD KEEPING	122
	CHAPTER XVII GRIEVANCES AND APPEALS	;
SECTIO	ON 38 INFORMAL HEARINGS FOR RECIPIENT HOUSING	•
	ICANTS	
A. O	OVERVIEW	
B. IN	NFORMAL HEARING PROCESS	
SECTIO	ON 39 GRIEVANCE PROCEDURES FOR RECIPIENT HOUSI	NG
	DENTS	
A. R	EQUIREMENTS	
EXHIBIT	TS:	11
HACA G	GRIEVANCE PROCEDURE FOR RECIPIENT HOUSING RESIDENT	S
INTPOD	CHAPTER XVIII PROGRAM INTEGRITY DUCTION	11
INTROD	OCTION	11
	CORRECTIVE MEASURES AND PENALTIES	
A. UN	NDER- OR OVERPAYMENT	
	AMILY-CAUSED ERRORS AND PROGRAM ABUSERECIPIENT-CA RRORS OR PROGRAM ABUSE	AUSED
	RIMINAL PROSECUTION	
D. FR	AUD AND PROGRAM ABUSE RECOVERIES	19
	PART III: FAMILY DEBTS TO THE RECIPIENT	
A. OV	VERVIEW	
B. RE	EPAYMENT POLICY	
C. IN	CENTIVES FOR TIMELY RENT PAYMENT	
	VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATIO DOCUMENTATION, CONFIDENTIALITY	ON,

A. OVERVIEW

- B. DEFINITIONS
- C. NOTIFICATION
- D. DOCUMENTATION

E. CONFIDENTIALITY

EXHIBITS

F. NOTICE TO RECIPIENT HOUSING APPLICANTS AND TENANTS REGARDING THE VIOLENCE AGAINST WOMEN ACT (VAWA)