



MUSCATINE MUNICIPAL HOUSING AGENCY

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MEMORANDUM

TO: Gregg Mandsager, City Administrator

FROM: Dick Yerington, Housing Administrator

DATE: November 15, 2013

RE: Resolution to approve changes to the Muscatine Municipal Housing Agency's Public Housing Admissions & Continued Occupancy Policy (ACOP)

INTRODUCTION: Certain modifications and revisions have been proposed to the Muscatine Municipal Housing Agency (MMHA) Public Housing Admissions & Continued Occupancy Policy (ACOP).

BACKGROUND: Staff has reviewed federal regulations and Department of Housing and Urban Development recommendations and is now recommending changes that will allow MMHA to better serve our residents. The Resident Advisory Board has also reviewed and supports the changes as presented.

RECOMMENDATION / RATIONALE: It is recommended that city council approve the attached resolution and authorize changes as recommended.

BACKUP INFORMATION: Attached resolution
Attached revision list of changes

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CHANGES TO
THE MUSCATINE MUNICIPAL HOUSING AGENCY
PUBLIC HOUSING ADMISSIONS & CONTINUED OCCUPANCY POLICY**

WHEREAS, the Public Housing Admissions & Continued Occupancy Policy (ACOP) needs updated in order to reflect changes to allow our agency to better serve our jurisdiction; and

WHEREAS, staff has reviewed federal regulatory requirements along with Department of Housing and Urban Development and the Resident Advisory Board recommendations and has made revisions for updating the ACOP, and;

WHEREAS, revisions to the administrative policy are in the best interest of the Muscatine Municipal Housing Agency and the community; and,

WHEREAS, the city council, acting as the Public Housing Agency Board of Commissioners must authorize and approve all policy changes to the Public Housing Admissions & Continued Occupancy Policy.

NOW THEREFORE, BE IT RESOLVED, the City of Muscatine City Council hereby approves and authorizes policy changes to the Public Housing Admissions & Continued Occupancy Policy as presented.

MOVED, PASSED AND ADOPTED this 21th day of November 2013.

**BY THE CITY COUNCIL OF
THE CITY OF MUSCATINE, IA**

DEWAYNE HOPKINS MAYOR
CITY OF MUSCATINE, IOWA

ATTEST:

GREGG MANDSAGER, CITY CLERK
CITY OF MUSCATINE, IOWA

CHANGES ADMISSIONS AND CONTINUED OCCUPANCY POLICIES MUSCATINE MUNICIPAL HOUSING AUTHORITY PASSED BOARD 11/21/13

Chapter 3 ELIGIBILITY

PHA Policy Page 3-6

the PHA will make the determination based on available documents such as court orders, an IRS income tax return showing which family has claimed the child for income tax purposes, school records, or other credible documentation.

PHA Policy Page 3-8

Guests who represent the public housing unit address as their residence address or address of record for receipt of benefits or any other purposes will be considered unauthorized occupants.

PHA Policy Page 3-12

A family's request for a live-in aide must be made in writing. ~~Written verification will be required from~~ The PHA will verify the need for a live-in aide with a reliable, knowledgeable professional ~~of the family's choosing as provided by the family,~~ such as a doctor, social worker, or case worker, ~~that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member.~~ For continued approval, the family must submit a new, written request—subject to PHA verification—at each annual reexamination.

PHA Policy Page 3-23

The PHA will use the Dru Sjodin National Sex Offender database to screen applicants for admission. Additionally, PHAs must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [NoticePIH 2012-28].

PHA Policy Page 3-28

The PHA will use the ~~concept of the~~ preponderance of the evidence as the standard for making all admission decisions.

Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

PHA Policy Page 4-3

Depending upon the length of time ~~that applicants may need to wait to be housed~~ between the date of application and the availability of housing,

Chapter 6 INCOME AND RENT DETERMINATIONS

PHA Policy Page 6-3

If there is a dispute about which family should claim them, the PHA will make the determination based on available documents such as court orders, an IRS income tax return showing which family has claimed the child for income tax purposes, school records, or other credible documentation.

PHA Policy Page 6-6

The approval of a caretaker is at the PHA's discretion and subject to the PHA's screening criteria.

PHA Policy Page 6-19

The PHA will initially set the imputed asset passbook rate at the national rate established by the Federal Deposit Insurance Corporation (FDIC). The PHA will review the passbook rate annually, in December of each year. The rate will not be adjusted unless the current PHA rate is no longer within 0.75 percent of the national rate. If it is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate. Changes to the passbook rate will take effect on February 1 following the December review.

Chapter 7 VERIFICATION

PHA Policy Page 7-6

EIV Discrepancy Reports

The EIV discrepancy report is a tool for identifying families that may have concealed or underreported income. Data in the discrepancy report represents income for past reporting periods and may be between 6 and 30 months old at the time reports are generated. Families that have not concealed or underreported income may appear on the discrepancy report in some circumstances, such as loss of a job or addition of new family members. Income discrepancies may be identified through use of the EIV "Income Discrepancy Report" or by review of the discrepancy tab for the individual family.

PHA Policy Page 7-6

The PHA will generate the Income Discrepancy Report at least once every 6 months. When the PHA determines that a resident appearing on the Income Discrepancy Report has not concealed or underreported income, the resident's name will be placed on a list of "false positive" reviews. To avoid multiple reviews in this situation, residents appearing on this list will be eliminated from discrepancy processing until a subsequent interim or annual reexamination has been completed. The PHA will review the EIV discrepancy tab during processing of annual and interim reexaminations.

When it appears that a family may have concealed or underreported income, the PHA will request independent written third-party verification of the income in question.

When the PHA determines through file review and independent third-party verification that a family has concealed or underreported income, corrective action will be taken pursuant to the policies in Chapter 15, Program Integrity.

PHA Policy Page 7-6

As verification of earned income, the PHA will request pay stubs covering the 60-day period prior to the PHA's request require the family to provide the two most current, consecutive pay stubs

PHA Policy Page 7-12

Legal identity will be verified on an as-needed basis for all applicants at the time of eligibility determination and in cases where the PHA has reason to doubt the identity of a person representing him or herself to be a tenant or a member of a tenant family.

PHA Policy Page 7-20

For wages other than tips, the family must provide originals of the two most current, consecutive pay stubs.

PHA Policy Page 7-20

Family's self-certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received

PHA Policy Page 7-25

The PHA will ~~reconcile differences in amounts reported by the third party and the family only when the excluded amount is used to calculate the family's rent (as is the case with the earned income disallowance).~~ In all other cases, the PHA will report the amount to be excluded as indicated on documents provided by the family. accept the family's self-certification as verification of fully excluded income. The PHA may request additional documentation if necessary to document the income source. The PHA will verify the source and amount of partially excluded income as described in Part 1 of this chapter.

PHA Policy Page 7-28

If expenses are verified through a third party, the third party must certify that the expenses are not paid or reimbursed from any other source.

PHA Policy Page 7-28

The family and the care provider will be required to certify that the child care expenses are not paid by or reimbursed to the family from any source.

Chapter 8 LEASING AND INSPECTIONS

PHA Policy Page 8-2

Topics to be discussed and explained to all families include:

Applicable deposits and all other charges

Unit maintenance requests and work orders

The PHA's interim reporting requirements

~~Explanation~~ Review and explanation of occupancy forms

Chapter 13 LEASE TERMINATIONS

PHA Policy Page 13-22

the PHA will consider whether such household member ~~is participating in or~~ has successfully completed a supervised drug or alcohol rehabilitation program, ~~or has otherwise been rehabilitated successfully.~~ For this purpose the PHA will require the tenant to submit evidence of the household member's ~~current participation in, or~~ successful completion of, a supervised drug or alcohol rehabilitation program ~~or evidence of otherwise having been rehabilitated successfully.~~

Chapter 15 PROGRAM INTEGRITY

PHA Policy Page 15-4

At every regular reexamination the PHA staff will explain any changes in HUD regulations or PHA policy that affect residents.

The PHA routinely will use ~~available~~ EIV and other non-HUD sources of up-front income verification, ~~including HUD's EIV system, to compare with family provided information.~~ This includes the Work Number and any other private or public databases available to the PHA.

PHA Policy Page 15-7

Increases in the tenant rent will be implemented ~~only after the family has received 30 days notice~~ on the first of the month following a written 30 day notice.