



STATEMENT OF POLICIES

2015/2016

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*INTRODUCTION***PURPOSE AND NON-DISCRIMINATION STATEMENT**

1. **PURPOSE:** The purpose of this policy is to assist Minneapolis Public Housing Authority (MPHA) in administering its low income public housing programs. MPHA's goal is to comply with all applicable laws, regulations and ordinances (laws). If any part of the Statement of Policies (SOP) including Appendices is not in compliance with applicable laws, the law will prevail over the SOP.
2. **NON- DISCRIMINATION STATEMENT:** MPHA will not discriminate against any applicant or Tenant because of race, color, creed, religion, national origin, ancestry, familial status, sex, sexual orientation, gender identity, status with regard to public assistance, veteran status, marital status, disability, age, political or other affiliation provided such persons are otherwise eligible for admission or continued occupancy. MPHA will not retaliate against a person who claims discrimination. MPHA has adopted a Policy Against Discrimination, Harassment, and Retaliation.
3. MPHA will comply with its Reasonable Accommodation Policy and applicable law and regulation regarding reasonable accommodations.
4. A person may file a complaint of discrimination with a) MPHA, 1001 Washington Avenue North, Minneapolis, MN 55401, Attention: Executive Director; b) the Minneapolis Civil Rights Department, Room 239 City Hall, 350 South Fifth Street Minneapolis, MN 55415; c) the Minnesota Department of Human Rights, 190 East 5th Street Suite 700 St. Paul, MN 55101; or d) the U.S. Department of Housing and Urban Development, Area office, 920 South Second Street, Suite 300 Minneapolis, MN 55401. The filing of a complaint with the MPHA does not prevent the subsequent filing of a complaint with another government agency.

PART I

DEFINITIONS

1. **ADJUSTED INCOME:** Annual Income less the following deductions, determined in accordance with HUD regulations (24 CFR §5.611):
 - A. \$480 for each Dependent; (Refer to definition)
 - B. \$400 for any Elderly or Disabled; (Refer to definition)
 - C. The sum of the following, to the extent the sum exceeds three percent of annual income:
 - 1) Unreimbursed medical expenses of any elderly family or disabled family;
 - 2) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member of the family who is a person with disabilities) to be employed, but this allowance may not exceed the earned income received by family members who are 18 years of age or older who are able to work because of such attendant care or auxiliary apparatus; and
 - D. Any reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education.
2. **AFFILIATED INDIVIDUAL:** See definition in Part XXII; Violence Against Women Act Policy.
3. **ALLOWANCES:** Amounts added to or deducted from the household's annual income in determining adjusted annual income.
4. **ANNUAL INCOME (24 CFR 5.609):**
 - A. Annual income means all amounts monetary or not, which:
 - 1) Go to, or on behalf of the family head or spouse (even if temporarily absent) or any other family member; or
 - 2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
 - 3) Which are not specifically excluded in paragraph (c) of this section.
 - 4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

If it is not feasible to anticipate a level of income over a 12 month period (e.g. seasonal or cyclic income), or the MPHA believes that past income is the best available indicator of expected future income, the MPHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

B. Annual income includes but is not limited to:

- 1) The full amount, before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- 2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided by the Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or invested in the operation by the Family.
- 3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness will not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph B 2 of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets in excess of \$5,000, Annual Income will include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current Passbook Savings Rate.
- 4) The full amount, before deductions, received from social security, annuities, periodic payments from insurance policies, retirement funds, pensions, periodic benefits or disability or death, and other similar types of period receipts, including a lump-sum payment for the delayed start of a periodic payment (except as provided in paragraph C. 13 below).
- 5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph C. 3 below).
- 6) Welfare assistance payments:
 - a) Any welfare benefits received by any family member
 - b) Imputed welfare income
 - (1) For current Tenants (not applicants) a family's annual income includes the amount of imputed welfare income (because of a specified welfare benefits reduction due to a sanction for welfare fraud or non-compliance with economic self-sufficiency requirements, as specified in notice to the Minneapolis Public Housing Authority by the welfare agency) plus the total amount of other annual income.
 - (2) At the request of the Minneapolis Public Housing Authority, the welfare agency will inform the Minneapolis Public Housing Authority in writing of the amount and term of any specified welfare benefit reduction for a

family member, and the reason for such reduction, and will also inform the Minneapolis Public Housing Authority of any subsequent changes in the term or amount of such specified welfare benefit reduction. The Minneapolis Public Housing Authority will use this information to determine the amount of imputed welfare income for a family.

- (3) A family's annual income includes imputed welfare income in family annual income, as determined at an interim or regular reexamination of family income and composition, during the term of the welfare benefits reduction (as specified in information provided to the Minneapolis Public Housing Authority by the welfare agency).
- (4) The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed. When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.
- (5) The Minneapolis Public Housing Authority will not include imputed welfare income in annual income if the family was not an assisted Tenant at the time of the sanction.
- (6) If a Tenant is not satisfied that the Minneapolis Public Housing Authority has calculated the amount of imputed welfare income in accordance with HUD requirements, and if the Minneapolis Public Housing Authority denies the family's request to modify such amount, then the Minneapolis Public Housing Authority shall give the Tenant written notice of such denial, with a brief explanation of the basis for the Minneapolis Public Housing Authority's determination of the amount of imputed welfare income. The Minneapolis Public Housing Authority's notice shall also state that if the Tenant does not agree with the determination, the Tenant may grieve the decision in accordance with our grievance policy. Tenant may grieve the amount of imputed welfare income as provided by the lease and grievance procedure.
- (7) Relations with welfare agencies;
 - a) The Minneapolis Public Housing Authority will ask welfare agencies to inform it of any specified welfare benefits reduction for a family member, the reason for such reduction, the term of any such reduction, and any subsequent welfare agency determination affecting the amount or term of a specified welfare benefits reduction. If the welfare agency determines a specified welfare benefits reduction for a family member, and gives the Minneapolis Public Housing Authority written notice of such reduction, the family's annual incomes shall include the imputed welfare income because of the specified welfare benefits reduction if the reduction

is due to welfare fraud or non-compliance with self-sufficiency requirements.

- b) The Minneapolis Public Housing Authority is responsible for determining the amount of imputed welfare income that is included in the family's annual income as a result of a specified welfare benefits reduction as determined by the welfare agency, and specified in the notice by the welfare agency to the housing authority. However, the Minneapolis Public Housing Authority is not responsible for determining whether a reduction of welfare benefits by the welfare agency was correctly determined by the welfare agency in accordance with welfare program requirements and procedures, nor for providing the opportunity for review or hearing on such welfare agency determinations.
 - c) Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. The Minneapolis Public Housing Authority shall rely on the welfare agency notice to the Minneapolis Public Housing Authority of the welfare agency's determination of a specified welfare benefits reduction.
- 7) Periodic and determinable allowances (income), such as alimony, child support payments received, and regular contributions or gifts including amounts received from any person not residing in the dwelling.
 - 8) All regular pay, special payments and allowances (compensation) of a member of the Armed Forces (except as provided in paragraph C. 6 below).

C. Annual Income does not include the following:

- 1) Income from employment of children (including foster children) under the age of 18 years.
- 2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
- 3) Lump-sum additions to Family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except as provided in B. 4 and B. 5 above)
- 4) Amounts received by the Family that are specifically for or in reimbursement of, the cost of medical expenses for any family member.
- 5) Income of a Live-in Aide; see definition.
- 6) The full amount of student financial assistance paid directly to the student or the educational institution.

- 7) The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire.
- 8) Amounts received:
 - a) under training programs funded by HUD.
 - b) by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
 - c) by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
 - d) under a Tenant service stipend. A Tenant service stipend is a modest amount (not to exceed \$200 per month) received by a Tenant for performing a service for the PHA on a part-time basis that enhances the quality of life in the development. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance and Tenant initiatives coordination and serving as a member of the PHA's governing board. No Tenant may receive more than one such stipend at the same time.
 - e) as incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as Tenant management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period for which the family member actively participates in the program.
- 9) Temporary non-recurring or sporadic income including sporadic gifts.
- 10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
- 11) Earned income in excess of \$480 annually for each full-time student 18 years old or older (excluding the head of household and spouse).
- 12) Adoption assistance payments in excess of \$480 per adopted child.
- 13) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
- 14) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit.
- 15) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

- 16) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. Excluded amounts include:
- a) The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b)).
 - b) Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044 (g), 5058).
Examples of programs under this Act include but are not limited to:
 - the Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
 - National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
 - Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).
 - c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(a)).
 - d) Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes (24 U.S.C. 459(e)).
 - e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f)).
 - f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (24 U.S.C. 1552(b)).
 - g) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504); and
 - h) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission of the Court of Claims (24 U.S.C. 1407-1408), or from funds held in trust for an Indian Tribe by the Secretary of Interior (24 U.S.C. 117); and
 - i) Amounts of scholarships funded under Title VI of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student Assistance programs, that are made available to cover the cost of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (that are used to cover the cost of attendance at an educational institution). (20 U.S.C. 1067uu)

- Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships.
- j) Payments received from programs funded under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 (F)).
 - Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb.
- k) Payments received on or after January 1, 1987 from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation.
- l) Payments received under the Maine Indian Claim Settlement Act of 1980.
- m) The value of any child care provided or arranged (or the amount received as payment for such care incurred for such care) under the Child Care and Development Block Grant Act of 1009 {42 U.S.C.32 (j)}.
- n) Any earned income tax credit.
- o) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservations (Pub. L. 95-433)
- p) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637 (d))
- q) Any allowance paid under provisions of 38 U.S.C. 1805 to a child suffering spina bifida who is the child of a Vietnam veteran.
- r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Crimes Victim Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602).
- s) Allowances, earnings and payments to individuals participating in the programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931).
- 17) The incremental earnings due to employment during a 24-month period following the date of the initial hire, for families:
 - a) Whose income increases as a result of employment of a family member who was previously unemployed for one or more years;
 - b) Whose income increases during participation of a family member in any economic self-sufficiency of other job training program;

c) Who are or were, within the last 6 months, assisted under a State TANF or Welfare to Work program.

5. **APPLICANT**: The Applicant head of household and all the family members listed on the application
6. **ASSETS**: See NET FAMILY ASSETS.
7. **ASSISTANCE APPLICANT**: A family or individual that seeks admission to the public housing program.
8. **CHILD CARE EXPENSES**: Amounts anticipated being paid by Family for the care of children less than 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed, to further his or her education, to actively seek employment and only to the extent such amounts are not reimbursed. The amount deducted will reflect reasonable charges for child care and, in the case of child care necessary to permit employment, the amount deducted will not exceed the amount of income received from such employment of the lowest paid adult family member.
9. **CEILING RENT**: MPHA does not have a ceiling rent. See Part VII RENT COMPUTATION AND SECURITY DEPOSIT
10. **CITIZEN**: Citizen or National of the United States.
11. **CO-HEAD OF HOUSEHOLD**: An individual in the household who is equally responsible for the lease with the Head of Household, who signs the lease, and whose income and resources are available to meet the family's needs. Each lease may have only one Co-head of Household.
12. **COMMUNITY SERVICE**: The performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance Tenant self-sufficiency, and/or increase the self-responsibility of the Tenant within the community in which he/she resides.
13. **COURT ORDERED FEES**: These Fees include any court damages, fees, costs, expenses, or other sums awarded to or ordered to MPHA from a Tenant, Applicant, or former Tenant. A Tenant, Applicant, or former Tenant's failure to pay these Fees is grounds to terminate the Lease or to deny admission.
14. **COVERED FAMILIES**: Families who receive welfare assistance or other public assistance benefits from a State or other public agency under a program for which Federal, State, or local laws requires that a member of the family must participate in an economic self-sufficiency program as a condition for such assistance.
15. **DATING VIOLENCE**: See definition in Part XXII; Violence Against Women Act Policy.
16. **DEPENDENT**: A member of the Tenant Family household (excluding foster children) other than the Family head or co-head, who is less than 18 years of age or is a Disabled Person, or is a full-time Student.
17. **DISABILITY ASSISTANCE EXPENSES**: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

18. **DISABLED FAMILY**: A family whose head, spouse or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.
19. **DISABLED PERSON**: A person who:
- A. Has a disability as defined in 42 U.S.C. 423
 - B. Is determined, pursuant to HUD regulations to have a physical, mental, or emotional impairment that:
 - Is expected to be of long-continued and indefinite duration;
 - Substantially impedes his or her ability to live independently; and
 - Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
 - C. Has a developmental disability as defined in 42 U.S.C. 6001.
- For the purposes of qualifying for Public Housing, does not include a person whose disability is based solely on drug or alcohol dependence.
20. **DISALLOWANCE**: Exclusion from annual income.
21. **DISPLACED FAMILY**: Refer to definition of involuntary displacement
22. **DOMESTIC VIOLENCE**: See definition in Part XXII; Violence Against Women Act Policy.
23. **DRUG FREE PUBLIC HOUSING ZONE**: Any public housing development administered by MPHA plus the area within 300 feet of the property's boundary, or one city block whichever distance is greater which shall be free of selling, possessing, or possessing with intent to sell any illegal controlled substance. Maximum sentencing penalties will be imposed by the courts for unlawful controlled substance crimes committed within this defined zone. MPHA has a "zero tolerance" for drug activity; the lease of any Tenant who possesses any amount of a controlled substance in MPHA property will be terminated. All Tenants are responsible for the conduct of the members of their household and/or guests. The lease of a Tenant will also be terminated if a guest or household member is found to possess any amount of a controlled substance on MPHA property. (Section 1. Minnesota Statutes 1990, section 152.01 sub. 19.)
24. **DRUG RELATED CRIMINAL ACTIVITY**: The illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance, regardless of arrest or conviction as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
25. **EARNED INCOME DISALLOWANCE**: See Annual Income C. 17.
26. **ECONOMIC SELF-SUFFICIENCY PROGRAM**: Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, or apprenticeship.

27. **EFFECTIVE DATE**: The "effective" date of an examination or reexamination refers to (i) in the case of an examination for admission, the effective date of initial occupancy, and (ii) in the case of reexamination of an existing tenant, the effective date of the redetermination Total Tenant Payment (i.e., effective date of Rent change).
28. **ELDERLY DESIGNATED BUILDING**: Is a highrise building approved by HUD and designated by MPHA as an elderly designated building.
29. **ELDERLY FAMILY**: A family whose head or spouse/co-head or sole member is a person who is at least 62 years old. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 year of age living with one or more live-in aides.
30. **ELDERLY PERSON**: A person who is at least 62 years of age.
31. **ELIGIBLE NONCITIZEN**:
- A. A noncitizen lawfully admitted for permanent residence, as defined by section 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15) of the INA (8 U.S.C. 1101(a)(20) and 1101(a)(15), respectively) (immigrants). (This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), special agricultural worker), who has been granted lawful temporary Tenant status);
 - B. A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under section 249 of the INA (8 U.S.C. 1259);
 - C. A noncitizen who is lawfully present in the United States pursuant to an admission under section 207 of the INA (8 U.S.C. 1157) (refugee status); pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 U.S.C. 1158) (asylum status); or as a result of being granted conditional entry under section 203(a)(7) of the INA (8 U.S.C. 1153(a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;
 - D. A noncitizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest under section 212(d)(5) of the INA (8 U.S.C. 1182(d)(5)) (parole status);
 - E. A noncitizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom); or
 - F. A noncitizen lawfully admitted for temporary or permanent residence under section 245A of the INA (8 U.S.C. 1255a) (amnesty granted under INA 245A).
32. **EMANCIPATED MINOR**: Person who is under 18 years of age and who is married, an active duty member of the U.S. armed forces or emancipated by court order.

33. **ESTABLISHED INCOME RANGE:** Between 85% and 115% (inclusive) of the MPHA-wide average tenant income for developments covered under the rule to Deconcentrate Poverty 24 C.F.R. part 903, or below 30% of the area median. See Part V.
34. **EXCESS MEDICAL EXPENSES:** Any medical expenses incurred by elderly families or families with Dependents only in excess of 3% of Annual Income which are not reimbursable from any other source.
35. **EXTREMELY LOW INCOME FAMILY:** A family whose income does not exceed the higher of 30 percent of area median as determined by HUD, with adjustments for family size or the Federal Poverty Level. HUD may establish income ceilings higher or lower than 30% of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.
36. **FAMILY:** Includes, but is not limited to the following, regardless actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.
37. **FAMILY HOUSING UNIT:** All units that are two bedroom or larger, except highrise two bedroom units. Family units are for adults with Dependents. For households who no longer have a Dependent, the remaining adults and residual family members will transfer to highrise units. If the household does not transfer in a timely manner, MPHA will terminate the lease.
38. **FAMILY SELF SUFFICIENCY (FSS) PROGRAM:** A self-sufficiency program established by the Minneapolis Public Housing Authority (MPHA) that offers incentives to promote economic self-sufficiency among motivated FSS public housing low rent Tenants via successful completion of their FSS Contract of Participation.
39. **FIXED INCOME:** Occurs when a tenant's only source of income is from social security retirement, social security disability, social security dependent benefits, Minnesota Supplemental Income (MSA) and/or other fixed income approved by MPHA.
40. **FLAT RENT:** A Rent amount the family may choose to pay in lieu of having their Rent determined under the income based method. The Flat Rent is established by MPHA based on HUDs Fair Market Rents. Families selecting the Flat Rent option must have their income evaluated every three years, rather than annually. See Flat Rents. Flat Rents are offered at the annual reexamination of income and eligibility. Families who do not properly report their income will not be allowed to take advantage of Flat Rents.
41. **FORMAL REPAYMENT AGREEMENT:** An agreement signed between an applicant or tenant and MPHA in which the applicant or tenant agrees to pay in monthly installments, a sum owed to MPHA. The agreement shall not exceed 24 months without the written approval of the Managing Director of Low Income Public Housing.

42. **FOSTER CHILD OR CHILDREN**: A child or children raised by someone not their own mother or father, and for whom the tenant or applicant receives compensation. Legal documentation of placement with the MPHA family will be required.
43. **FULL-TIME STUDENT**: A person who is attending school or vocational training on a full-time basis. A Full-time Student who is the Head of Household may not live in other housing including a dorm room.
44. **GENERAL OCCUPANCY BUILDING**: Is a highrise building that is not an Elderly Designated Building.
45. **HANDICAPPED ASSISTANCE EXPENSES**: Refer to Definition for Disability Assistance Expenses.
46. **HANDICAPPED PERSON**: Refer to definition of Disabled Person.
47. **HATE CRIME**: The actual or threatened physical violence or intimidation that is directed against a person or his/her property and that is based on the person's race, color, religion, sex, national origin, disability, sexual orientation, or familial status.
48. **HEAD OF HOUSEHOLD**: The Head of Household is the person who assumes legal responsibility for the Household; signs the lease and is listed on the application as Head. Each lease has only one Head of Household. The Head of Household must reside in the unit on a full time basis and use the unit as their sole and principle residence. The Household must vacate the unit if the Head of Household is absent longer than 90 days.
49. **HIGHRISE BUILDING**: Is a Non- Family Housing building that has four or more stories.
50. **HUD**: The United States Department of Housing and Urban Development.
51. **HUD'S STATEWIDE CLEARINGHOUSE LIST**: A list of Tenants/participants who have left a PHA in the state of Minnesota owing money. HUD publishes the list on a semiannual basis.
52. **IMPUTED ASSET INCOME**: Value of an asset times the HUD passbook rate where the value of such assets is greater than \$5,000. If the imputed income is more than the actual income from assets, the imputed amount is used as income from assets in determining Rent.
53. **IMPUTED WELFARE INCOME**: The amount of annual income not actually received by a family, as a result of a welfare benefit reduction for the family's welfare fraud or failure to comply with economic self-sufficiency requirements that is nonetheless included in the family's annual income for the purposes of determining the rent.
54. **INCOME BASED RENT**: Rent amount based on the family's Annual income and Adjusted Income, as determined by the MPHA's SOP and procedures.
55. **INCOME TARGETING**: At least 40 percent of admissions to the public housing program in each fiscal year must be extremely low income families.
56. **INDIVIDUAL EXEMPT FROM COMMUNITY SERVICE**:
A. A Family members who is 62 years of age or older;

- B. A family member who is blind or disabled, as defined by Section 216 (i)(1) or 1614 of the Social Security Act (42 U.S.C. 416 (i) (1); 1382c) and who certifies that because of this disability is unable to comply with requirements,;
- C. A Family member who is the primary care giver for someone who is blind or disabled as set forth in paragraph 2 above.
- D. A family member who is engaged in work activity.
- E. A family member who is exempt from having to engage in a work activity in a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any welfare program of the State, including State-administered welfare-to-work program; A family member who is receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act or under any welfare program of the State, including a State-administered welfare-to-work program, and is in compliance with that program.

57. INSPECTION: The review or examination of the Premises for any reason arising out of the Lease or SOP. At any time that MPHA is on the Premises for an Inspection MPHA may photograph the Premises to show damage to MPHA property, unsafe conditions, housekeeping issues or other lease violations.

58. INVOLUNTARY DISPLACEMENT:

An Applicant is or will be involuntarily displaced if the Applicant has vacated, or will have to vacate his/her housing unit as a result of one or more of the following actions:

- A. Displacement by Disaster: An applicant's unit is uninhabitable because of a disaster, such as a fire or flood.
- B. Government Action: Activity carried on by an agency of the United States or by any State or local government body or agency in connection with code enforcement or a public improvement or development program.
- C. Housing Owner's Action: Action by a housing owner forces the applicant to vacate its unit. An applicant does not qualify as involuntarily displaced because action by a housing owner forces the applicant to vacate its unit unless: 1) the applicant cannot control or prevent the owner's action; 2) occurs although the applicant met all imposed conditions of occupancy; and 3) the action taken by the owner is other than a rent increase.

The reasons for a tenant's involuntary displacement by owner action includes, but is not limited to the following: 1) conversion of the unit to non-rental/residential use; 2) closing of the unit for rehab or any other reason; 3) notice by owner to vacate a unit because the owner wants the unit for personal or family use or occupancy; 4) sale of the unit, in which an applicant resides under an agreement which requires the unit to be vacant when possession is transferred; 5) any other legally authorized act that results or will result in withdrawal of the unit from the rental market.

Such reasons do not include the vacating of a unit by a tenant as a result of actions taken by the owner because the tenant refuses: 1) to comply with HUD program policies and procedures for the occupancy and under-occupied or overcrowded units; or 2) to accept a transfer to another

housing unit in accordance with a court decree or in accordance with policies and procedures under a HUD-approved desegregation plan.

- D. When a Victim has vacated or will have to vacate their housing unit because of domestic violence, dating domestic violence or stalking against the Victim.
- E. Displacement to avoid reprisals: An applicant family is involuntarily displaced if: 1) family members provided information on criminal activities to a law enforcement agency and 2) based on a threat assessment, the law enforcement agency recommends re-housing the family to avoid or minimize a risk of violence against family members as a reprisal for providing such information. MPHA will establish appropriate safeguards to conceal the identity of families requiring protection against such reprisals.
- F. Displacement by hate crimes (refer to definition): An applicant family is involuntarily displaced if: 1) one or more members of the applicant's family have been the victim of one or more hate crimes; and 2) the applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit.

MPHA must determine that the hate crime involved occurred recently or is of a continuing nature.

- G. Displacement by inaccessibility of unit: An applicant family is involuntarily displaced if: 1) a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit; and 2) the owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation
- H. Displacement because of HUD disposition of multifamily project includes: A displacement because of disposition of a multifamily rental housing project by HUD under Section 203 of the Housing and Community Development Amendments of 1978.

59. **LIVE-IN AIDE**: A person who resides with an Near Elderly, Elderly or Disabled person or persons and who MPHA determines to be essential to the care and well-being of the tenant(s), who can prove they have the skills necessary for the care of the Near elderly, Elderly or Disabled tenant and the sole purpose for living with the tenant family is to provide the necessary full time supportive services;

- not obligated for support of the person(s); and
- would not be living in the unit except to provide necessary full time supportive services.

The Live-in Aide will not be added to the lease, but must comply with the terms of the lease. The Live-in Aide has no residual tenancy rights to the unit; the Live-in Aide must vacate the unit with the Tenant Family. The Live-in Aide will vacate the unit when the Tenant Family no longer qualifies for a Live-in Aide. A Live-in Aide will be screened as any other applicant with the exception of economic criteria. The Live-in Aide must pass the screening. A Live-in Aide will be accommodated in the Tenant Families current unit. A health care provider must verify the need for a Live-in Aide. This verification will include the reason for the need, hours care is needed and the duration of the need. The Tenant Family must provide medical confirmation of the continued need for a Live-in Aide at the request of Management.

60. **LANDLORD**: This term means either the owner of the property or his/her representative or the managing agency or his/her representative, as shall be designated by the owner.
61. **LEASE COMPLIANT**: (a & b of the definition of Lease Compliant does not apply to participation in a resident organization or committee.)
To be considered Lease Compliant a tenant must:
a) timely pay Rent and all other charges;
b) not be on a Formal Repayment Agreement or owe Retroactive Rent due to the fault of the tenant;
c) have no repeated or serious violations of the lease; and
d) have no valid eviction actions filed against them for any reason.
62. **LOW INCOME FAMILY**: A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than the 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs of unusually high or low family incomes.
63. **MEMBERS OF THE HOUSEHOLD**: Persons listed in the lease or subsequent lease addendum.
64. **MEDICAL EXPENSES**: Those total medical expenses, including medical insurance premiums that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses are allowed only for elderly, disabled, and handicapped households. The amount allowable as a deduction is the amount that exceeds 3 percent of Annual Income.
65. **METROPOLITAN HOUSING OPPORTUNITIES PROGRAM (MHOP)**: Privately owned units under MPHA's ACC located in the metropolitan area. These units are marketed to applicants from MPHA's 2-5 bedroom family public housing waiting list.
66. **MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP)**: Minnesota welfare reform program previously known as AFDC.
67. **MINIMUM RENT**: Is Rent not based upon income and is \$75 per month.
68. **MIXED FAMILY**: An Applicant or Tenant Family whose members include those with citizenship or eligible immigrations status, and those without citizenship or eligible immigrations status.
69. **MIXED POPULATION DEVELOPMENT**: Is defined in 24 C.F.R. § 960.102 (b), as amended or other applicable regulation. MPHA does not have any mixed population developments.
70. **MONTHLY ADJUSTED INCOME**: Monthly Adjusted Income is one-twelfth of Adjusted Annual Income.
71. **MONTHLY INCOME**: Monthly Income is one-twelfth of Annual Income.
72. **MONTHLY RENT**: The Rent amount the Family pays monthly as determined by MPHA. Monthly Rent may include Flat Rent, Income Based Rent, Minimum Rent and Retroactive Rent. If MPHA supplies all utilities (except telephone or cable TV) and other essential housing services are supplied by MPHA, Monthly Rent equals the Total Tenant Payment. If MPHA does not supply all utilities (except

telephone or cable TV) and other essential housing service, and these costs are not included in the Monthly Rent amount, Monthly Rent equals Total Tenant Payment less the Utility Allowance.

73. **MOVING TO WORK:** A demonstration program enacted by Congress in 1996 and offered to a limited number of public housing authorities that allows public housing authorities to design and test various approaches to administering housing assistance programs.
74. **MPHA:** The Minneapolis Public Housing Authority, which operates in and for the City of Minneapolis. It is authorized to engage in or assist in the development or operation of housing for low-income families.
75. **NATIONAL:** A person who owes permanent allegiance to the United States as a result of birth in a United States territory or possession.
76. **NEAR ELDERLY FAMILY:** A family whose head or spouse/co-head (or sole member) is at least 50 years of age and below the age of 62.
77. **NET FAMILY ASSETS:** Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income. The value of a burial trust will not be included in Net Family Assets. In determining Net Family Assets, MPHA shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.
78. **NONCITIZEN:** A person who is neither a citizen nor national of the United States.
79. **NON-SMOKING BUILDING:** Smoking is prohibited in all indoor areas which include but are not limited to apartments, shared areas, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms and all outdoor areas including building grounds and the parking lot except where there is a designated area.
80. **NOTICE:** This term as used in Lease Section 4.D. refers to the first time that the tenant is given written Notice of a charge, penalty or assessment (charge). Notwithstanding any other provision in the Lease or SOP to the contrary, reminders, monthly rent statements lease terminations letters, or any other document referencing the charge does not create another opportunity to request a grievance hearing to contest the amount of the original charge. [see page 58]
81. **OCCUPANCY STANDARDS:** The standards that MPHA has established for determining the appropriate number of bedrooms needed to house families of different sizes or compositions.

82. **OVER INCOME**: A Tenant Family is Over Income if their Annual Income exceeds 80% of the area median income as published by HUD.
83. **PARTICIPANT**: A family or individual that is assisted by the MPHA.
84. **PASSBOOK SAVINGS RATE**: The rate used to calculate income from assets when the asset is over \$5,000 in value. This rate is reviewed annually and will not vary more than .75 from the national rate.
85. **PREVIOUSLY UNEMPLOYED**: This includes a person who has earned, in the 12 months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.
86. **PROFIT MAKING ACTIVITIES IN A DWELLING UNIT**: With prior written MPHA approval, profit-making activities may be allowed provided that no additional space or parking is required for this purpose. No modifications can be made to the unit for such activities and the Tenant must provide proper insurance.
87. **PUBLIC ASSISTANCE**: Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly by Federal, State, or local governments.
88. **RENT**: Includes Flat Rent, Income Based Rent, Minimum Rent, Monthly Rent, Retroactive Rent and any Rent owing on a Formal Repayment Agreement.
89. **RETROACTIVE RENT**: When a tenant is charged less Rent than what should have been charged due to any reason and regardless of who is at fault and may be because a reexamination of income was not completed by the effective date. Retroactive Rent, is Rent and may be referred to as Retro Rent. Retroactive Rent is due and collectable 30 days after MPHA gives written notice to the Tenant of the amount of Retroactive Rent owed.
90. **SELF-SUFFICIENCY INCENTIVES**:
- A. The incremental earnings due to employment during a 24-month period following the date of the initial hire, for families:
 - 1) Whose income increases as a result of employment of a family member who was previously unemployed for one or more years;
 - 2) Whose income increases during participation of a family member in any economic self-sufficiency of other job training program;
 - 3) Who are or were, within the last 6 months, assisted under a State TANF or Welfare to Work program.
 - B. Reduction of gross employment income of 15%.
91. **SERVICE-PERSONNEL**: Persons in military or naval forces of the United States who served therein during World War II, or who have had active service therein on and after June 27, 1950, and prior to the final cessation of hostilities as proclaimed by proper federal authority.
92. **SEXUAL ASSAULT**: See definition in Part XXII; Violence Against Women Act Policy.

93. **SINGLE PERSON**: A person living alone or intending to live alone and who does not qualify as an Elderly Family, Disabled Family or as the remaining member of a tenant family.
94. **SINGLE ROOM OCCUPANCY (SRO)**: A unit which contains no sanitary facilities or food preparation facilities or which contains one but not both types of facilities and which is suitable for occupancy by a single individual.
95. **SMOKE FREE BUILDING**: Smoking is prohibited on the entire property including but are not limited to all indoor and outdoor areas, apartments, all shared areas, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms, building grounds and the parking lot.
96. **SPECIAL HOUSING PROGRAM**: A Special Housing Program is for Applicants and Tenants who are eligible for the housing or supportive services listed in Appendix E or other programs approved by MPHA in writing.
97. **SPECIFIED WELFARE BENEFIT REDUCTION**:
- A. A reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.
 - B. "Specified welfare benefit reduction" does not include a reduction or termination of welfare benefits by the welfare agency:
 - 1) at the expiration of a lifetime or other time limit on the payment of welfare benefits;
 - 2) because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
 - 3) because a family member has not complied with other welfare agency requirements.
98. **STALKING**: See definition in Part XXII; Violence Against Women Act Policy.
99. **SUBSTANDARD HOUSING**
- A. A housing unit is substandard if it:
 - 1) Is dilapidated;
 - 2) Does not have operable indoor plumbing;
 - 3) Does not have a useable, flush toilet inside the unit for the exclusive use of the family;
 - 4) Does not have a useable bathtub or shower inside the unit for the exclusive use of the family;
 - 5) Does not have electricity or has unsafe or inadequate electrical service;
 - 6) Does not have a safe or adequate source of heat;
 - 7) Should, but does not, have a kitchen, or;
 - 8) Has been declared unfit for human habitation by an agency or unit of government.
 - B. A housing unit is dilapidated if: 1) the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or 2) the unit has one or more critical defects, or a combination of intermediate defects in sufficient

number or extent to require considerable repair, or rebuilding. The defects may involve original construction or may result from continued neglect or lack of repair or from serious damage to the structure.

- C. Status of SRO housing: In determining whether an individual living in single room occupancy (SRO) housing qualifies for Preference, SRO housing is not considered substandard solely because the unit does not contain sanitary or food preparation facilities.
- D. A homeless family includes any person or family that: 1) lacks a fixed, regular and adequate nighttime residence; and also 2) has a primary nighttime residence that is: a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing; b) an institution providing temporary residence for persons intended to be institutionalized; c) a public or private place not designed for or intended for use as sleeping accommodations for human beings; d) a place where the number of people occupying the unit grossly exceeds reasonable standards

A "homeless family" does not include individuals imprisoned or detained by an Act of the Congress or a State law.

- 100. **TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF)**: The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.
- 101. **TEMPORARY EARNED INCOME**: Income from a Temporary Employment Agency or of limited term employment will be annualized.
- 102. **TEMPORARY CHANGE OF INCOME**: A change in income that will not be longer than 30 days duration and is nonrecurring.
- 103. **TENANT**: Person listed as the Head of Household or Co-Head of Household. The Head and Co-Head of Household are only a Tenant at the building where they reside.
- 104. **TENANT FAMILY**: Head(s) of household and the Members of Household (see definition). The Tenant Family is only a Tenant at the building where they reside.
- 105. **TOTAL TENANT PAYMENT**: The monthly amount calculated under 24 CFR § 5.628. Total Tenant Payment (TTP) does not include charges for excess utility consumption or other miscellaneous charges as defined in VII Rent Computation and Security Deposit.
- 106. **UNIT or DWELLING UNIT**: Living unit and any area assigned for the Tenant's exclusive use.
- 107. **UTILITY ALLOWANCE**: If the cost of utilities (except telephone and cable TV) for a public housing unit is not included in the Monthly Rent, but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by MPHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by energy conscious household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment, is deducted from the Total Tenant Payment.

- 108. UTILITY REIMBURSEMENT:** The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. The Utility Reimbursement is paid by MPHA to the tenant, or to the utility company.
- 109. VERY LOW INCOME FAMILY:** A family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for an area of unusually high or low family incomes.
- 110. VETERAN:** A citizen of the United States or a resident alien: 1) who separated under honorable conditions from any branch of the armed forces of the United States after serving active duty for 181 consecutive days or by reason of disability incurred while serving on active duty; 2) who has met the minimum active duty requirement as defined by 38 C.F.R. § 3.12; or 3) who has active military service certified under section 401, Public Law 95-202. The United States secretary of defense must certify the active military service and issue a discharge under honorable conditions. Veteran does not include veteran's spouse or co-head if the veteran is not a current member of the household.
- 111. VIOLENCE AGAINST WOMEN ACT (VAWA):** A federal law enacted on March 7, 2013 which amended the federal housing statutes to protect victims of dating violence, domestic violence, sexual assault and stalking. Under the law, an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking is not a serious or repeated violation of the lease by the victim and is not good cause for denying to a victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a tenant. The MPHA's VAWA Policy is Part XXII of this Statement of Policies.
- 112. WELFARE ASSISTANCE:** Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments. (See Public Assistance.)

PART II

REQUIREMENTS FOR ADMISSION

1. MPHA will maintain records regarding each applicant that indicate: the date and time of receipt of the application; MPHA's determination as to eligibility or non-eligibility of the applicant; the appropriate unit size, the preference rating, if any, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.
2. **ELIGIBILITY:** It is MPHA's policy to admit only eligible and qualified applicants.
 - A. "Eligibility" is a defined term under the Housing Act of 1937. Being eligible, however, is not entitlement to housing. In addition, every applicant must meet MPHA's Tenant Selection Criteria, established in accordance with 24 C.F.R. Part 960.

An eligible Applicant Family shall:

- 1) qualify as a "Family" as defined in Part I; the Head of Household must be at least 18 years of age or be an emancipated minor.
 - 2) have Annual Income as defined in part I at or below program guidelines listed in Appendix A;
 - 3) provide a Social Security card for each applicant family member who is at least six years of age or the head of household must sign a document certifying that the family member has no number;
 - 4) be a U.S. Citizen or National or have eligible noncitizen status as defined in Part I and provide a completed and signed 214 Status for each applicant family member; or be a Mixed Family.
3. MPHA requires:
- A. that each applicant family member who is 18 years or older sign consent authorization documents and release of information forms; and
 - B. that each applicant family member who is 18 years or older must provide a State or U.S. government issued valid picture ID that includes the date of birth, or another acceptable picture ID with a birth certificate at the time of initial interview.
 - C. for each applicant family member under 18 provide:
 - 1) A birth certificate indicating that the minor is a biological child of the Head of Household;
 - 2) Legal proof of adoption;
 - 3) A court order;
 - 4) A delegation of powers under Minn. Stat. 524.5-211;
 - 5) Written permission of the parent or other person having custody of the child; or
 - 6) If none of the above are available, reliable, accurate and objective third-party verification of custody.
 - D. the Applicant must produce evidence that all minors and adults will be permanently using the unit as their sole and principal place of residence. Such evidence may be a marriage certificate, domestic partner registration, birth certificate, legal proof of adoption, a court order, school, work, a delegation of powers under Minn. Stat. 524.5-211, written permission of the parent or other person having custody of the child, or other records verifying the address of the person, or other reliable, accurate and objective third party verification,
4. **TENANT SELECTION CRITERIA:** MPHA will screen all applicants in accordance with 24 C.F.R. Part 960), Appendix H, Applicant Screening Guidelines and sound management practices.
- A. MPHA will consider information reasonably related to assessing the conduct of the applicant and all family members on the application, in present and prior housing. The conduct shall indicate a reasonable probability that the applicant and family members will comply with MPHA's lease, with or without a reasonable accommodation.
 - B. Presumptive Eligibility: For Applicants who are eligible and approved for an Assisted Living or a Housing With Services program. MPHA will verify income and screen in accordance with the all criminal history procedures.
 - C. Prior to admission, MPHA will verify and document whether the applicant family is not likely to:

- 1) Interfere with other Tenants, neighbors or MPHA staff in such a manner which may adversely affect their peaceful enjoyment of the premises, or their health, safety, or welfare;
 - 2) Adversely affect the physical environment or financial stability of the project;
 - 3) Violate the terms and conditions of the lease; or
 - 4) Require services resulting in an alteration to the fundamental nature of MPHA's program.
- D. MPHA may immediately deny admission to the Applicant Family for any of the conduct listed below. If a hearing panel or officer overturns MPHA's decision to deny admission and MPHA has not completed the selection process, MPHA will continue the selection process. MPHA will base a subsequent denial of admission solely upon any new unfavorable information.
- 1) Failure to pay rightful financial obligations, especially Rent and utilities;
 - 2) Disturbance of neighbors, destruction of property, living habits, or housekeeping habits at prior residences, that may adversely affect the health, safety or welfare of other tenants, neighbors or MPHA staff;
 - 3) Involvement in any criminal activity, other activity or a history of criminal acts including drug-related criminal activity, which MPHA determines may adversely affect the health, safety, or welfare of other tenants, neighbors, or MPHA staff, contractors or subcontractors;
 - 4) Illegal use or pattern of use of a drug or controlled substance and abuse or pattern of abuse of alcohol which MPHA determines may interfere with the health, safety or the right to peaceful enjoyment of the premises by other Tenants, neighbors or MPHA staff;
 - 5) Current or past involvement in drug-related criminal activity. MPHA is a Drug Free Zone. Refer to definition in Part I;
 - 6) Fraud in connection with any Federal housing assistance program;
 - 7) Eviction, lease termination or a vacate after the service of an eviction or a lease termination from housing or termination from residential programs for the last five years from the date that MPHA conducts the initial screening interview to process the application and throughout the application process. MPHA may consider the date and circumstances;
 - 8) Eviction, lease termination or a vacate after the service of an eviction or a lease termination from assisted housing for any drug related criminal activity for the last five years from the date that MPHA conducts the initial screening interview to process the application and throughout the processing period.
 - 9) Any material misrepresentation relevant to the application process discovered at any time prior to signing the lease;
 - 10) Failure to cooperate with MPHA in completing the application process;

- 11) Failure to provide written, accurate, current, objective and verifiable information regarding income, assets, family composition, childcare, alcohol abuse, illegal drug use or criminal activity;
- 12) Failure to supply requested documents or fingerprints as required by the application process;
- 13) Any conviction for manufacturing or producing methamphetamine (speed); is cause for a lifetime denial;
- 14) Lifetime registration under a state sex offender registration program shall be cause for a lifetime denial;
- 15) Threatening, abusive or violent conduct towards an MPHA employee, applicant or Tenant;
- 16) Currently or previously being trespassed from any MPHA property for the last three years;
- 17) Inability to have gas and/or electric service connected in the name of the applicant head of household for MPHA units with tenant paid utilities.
- 18) Having an active bench warrant.
- 19) Except for #13 and #14, an arrest or conviction is not required.

E. Other reasons to deny admission or qualifications for admission include:

- 1) Former MPHA tenants who was evicted or whose lease was terminated or who vacated after the service of an eviction or lease termination, for any reason by MPHA shall establish for at least five years from the date of the move out that the applicant was not involved in any activity that was a factor or reason for the lease termination.
- 2) All applicants shall provide at least 36 months of their most recent consecutive residential history. Residential history may include but is not limited to: independent living; rental or ownership; shared residency; institutionalization group living; emergency shelters; transitional housing; and living with a guardian.
- 3) MPHA may waive this requirement #2 if the applicant shows that the failure to provide such history is through no fault of the applicant. If MPHA waives this requirement, the applicant must provide three professional reference letters. MPHA will evaluate the veracity and credibility of the reference letters by considering any relevant factor including but not limited to the type of contact between the applicant and letter author, the duration of the contact, whether the contact is related to ability to comply with the lease, and whether the letter is a form letter.
- 4) Applicant owes MPHA money.
- 5) Applicants whose initial NCIC report indicates a criminal history shall be fingerprinted by MPHA. Before making a decision regarding admission, MPHA will provide a copy of the criminal records to the applicant. The applicant will have an opportunity to contest the accuracy and relevance of the records, before MPHA makes a decision.

- 6) Except as allowed by MPHA's VAWA Policy and F. below, applicants may not remove a member of the household from the application solely to avoid the denial of the application.
 - 7) If MPHA has denied admission to an applicant, the applicant may not re-apply for six months from the date of the denial letter.
 - 8) If a Tenant Family vacates a unit after MPHA informs the Tenant of a pending lease termination or eviction, or is evicted, the Tenant Family may not re-apply for three years from the eviction or vacate date.
- F. In the event of the receipt of unfavorable information with respect to an applicant, including any evidence of illegal drug use, MPHA will consider the time, nature, and extent of the applicant's conduct and may consider factors which might indicate a reasonable probability of favorable future conduct or financial prospects, such as:
- 1) Written documentation of the successful completion of a drug or alcohol rehabilitation program and six months of successful residential history after rehabilitation.
 - 2) Objective, written and verifiable evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling services and the availability of such services.
 - 3) Objective, written and verifiable evidence of successful modification of previous disqualifying behavior.
 - 4) Objective, written and verifiable evidence that unfavorable information regarding non-payment of Rent was based on Rent above 30% of the family's income. Objective, written and verifiable evidence that a person who has involved in disqualifying conduct has not been a member of the household for a reasonable amount of time and the family agrees to trespass that person and enforce the trespass.

5. **QUALIFIED AND UNQUALIFIED APPLICANTS**

- A. MPHA will analyze the verified information provided under Part III and determine the following:
 - 1) Eligibility of the applicant as a family;
 - 2) Eligibility of the applicant with respect to income limits for admission;
 - 3) Eligibility of the applicant and family members who are at least six years of age with respect to documenting Social Security Numbers;
 - 4) Qualification of the applicant with respect to the Tenant Selection Criteria; and
 - 5) Eligibility as a U.S. Citizen or having eligible non-citizen status, including mixed family status
- B. MPHA shall promptly notify applicants, who are eligible and qualify under the Tenant Selection Criteria and give an estimate of time as to when a unit may be offered.
- C. MPHA shall promptly notify applicants who are ineligible and/or unqualified in writing of the basis for the determination.

Applicants who are unqualified because they do not meet the screening criteria will have an opportunity to request an informal hearing before a Hearing Panel to contest the denial determination. The applicant must submit a written request for an informal hearing within 10 working days of the date of the denial letter. The applicant should address the request to the Leasing and Occupancy Office of MPHA at 1001 Washington Ave N; Attention: Manager of Leasing and Occupancy. If the applicant does not timely request a hearing, the applicant waives the right to an informal hearing and may waive the right to further judicial review.

D. **INFORMAL HEARING:** An applicant who was denied housing may ask for an informal hearing.

- 1) A hearing panel of two MPHA Tenants and an uninvolved staff member will conduct the hearing.
- 2) The applicant has a right to:
 - a) have counsel or other representative at applicant's expense;
 - b) give evidence and oral argument;
 - c) refute MPHA evidence;
 - d) question witnesses; and
 - e) the opportunity to look at MPHA's applicant file or other documents that MPHA may rely upon and request a copy of these documents at their expense.
- 3) The panel will decide the case solely on the facts presented at the hearing.
- 4) MPHA will notify the applicant within ten working days of the hearing panel's decision.
- 5) If the applicant does not attend the scheduled hearing, the hearing panel may decide that the applicant has waived the right to a hearing.
- 6) The MPHA is not bound by a hearing decision that is contrary to HUD regulations or requirements or is contrary to federal, state or local law, ordinance or the requirements of the annual contributions contract between HUD and MPHA. In such cases, MPHA's Board of Commissioners will review the matter within the next two Board Meetings. MPHA will notify the applicant of the date of the Board review and will send the Board decision to the applicant within ten days of the date of the review.
- 7) If the applicant does not like the hearing panel or Board of Commissioners' decision, applicant may ask for judicial review as the law provides.
- 8) If an applicant presents a request for reasonable accommodation at the informal hearing, the hearing will be rescheduled until MPHA responds to the request. Please refer to the Part XXI, Reasonable Accommodation Policy.
- 9) As provided by the Applicant Hearing Rules either party may make an audio recording of the hearing. A video recording is not permitted.

6. **LANGUAGE SERVICES:** MPHA will comply with its Limited English Proficiency Policy in providing language services to applicants. Please refer to Part XX, LEP plan.

PART III

VERIFICATIONS

1. The Head of Household of the family, Co-head of Household of the family, and any additional adult members of the family, will sign a completed application. MPHA will review the application to determine: 1) eligibility and qualification; 2) Rent; 3) size of dwelling unit; and 4) preference factors. At MPHA's request, applicants shall provide written, objective and verifiable proof of any of statements. MPHA will require third party verification of changes in family composition.
2. The Family Head and other adult family members shall sign a HUD approved release and consent form authorizing any depository, private source of income or any government entity to furnish or release requested information to MPHA and HUD. Any adult member of a household who claims no income, is federally employed or receives income through self employment, including but not limited to taxi cab drivers, interpreters and tutors shall provide accurate and complete copies of federal and state income tax forms and shall sign a release for MPHA to receive a copy of federal and state tax forms.
3. All adult members of the household and applicant family must sign appropriate releases at the application interview. MPHA may deny admission if the adult members do not sign the releases. The releases will include the purpose of the inquiry and the release statement.
4. MPHA will verify all income, assets, and each applicable deduction, allowance or exemption at the time of admission and at each subsequent reexamination. MPHA will verify income by one of the following five methods:
 - Enterprise Income Verification
 - Third Party Written
 - Third Party Oral
 - Review of documents provided by the Tenant
 - Self Certification Documents

MPHA staff will allow two weeks for receipt of a third party written verification, and will attempt a third party oral verification before accepting self certification documents. Self certification documents are from the family and may include benefit checks, employment checks, income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States Savings Bond redemption values, or other relevant documents. Self certification is a last resort which MPHA may use when other methods are not available. In cases where third party verification cannot be obtained, MPHA will document the reason why another method was used. MPHA will not photocopy United States Treasury checks. For asset income verification MPHA will only seek third party verification of bank accounts when the total value of all assets is over \$5000. MPHA will review documents to determine asset values.

5. Sources of information may include, but are not limited to, the applicant landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments or others depending upon the circumstances.

6. Applicants who claim a disability status, as defined in Section 223 of the Social Security Act section 102 (7) or the Developmental Disabilities Assistance and Bill of Rights Act, but do not receive Social Security benefits, a qualified medical practitioner will provide a medical certification of disability. The receipt of veterans' benefits for disability does not establish disability status for allowable deductions.
 7. MPHA will also verify and document in the applicant or tenant file:
 - A. Age of family members, or student status when necessary to support claimed deductions.
 - B. Local preference status.
 - C. Non-economic selection criteria. (See Part II REQUIREMENTS FOR ADMISSION.)
 8. MPHA must receive all verifications no more than 90 days prior to the initial lease date and reexamination effective date to ensure that current and accurate data are being used in calculating Rents, eligibility and qualification.
 9. MPHA will verify all changes reported in income, which affect Rent between admission and reexamination as provided in 4, 5, 6 & 7 above.
 10. When an applicant or tenant reports annual income that appears to be less than adequate for the family's needs, or less than the amount of income benefits that the family appears to be eligible for such as MFIP, TANF, welfare, unemployment compensation, child support, MPHA will verify the absence of the income.
 11. An applicant or tenant's failure to provide written, accurate, current, objective and verifiable information regarding income, assets, family composition, childcare, alcohol abuse, illegal drug use or criminal activity is grounds for denial of admission or termination of the MPHA lease.
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PART IV

PREFERENCES

1. MPHA has adopted local preferences, which apply to applicants who are otherwise eligible for admission at the time they are applying for assistance. All applicants will be notified by MPHA regarding the tenant selection preferences and given an opportunity to show that they qualify. MPHA will not place any family on the waiting list who does not have a local preference.
2. **HIGHRISE UNIT PREFERENCES:** a Highrise applicant head of household may qualify for one of the following preferences:
 - A. The applicant is Elderly or at least 62 years old (40 points);
 - B. The applicant is Near Elderly or between ages of 50 and 61 years old (35 points); or
 - C. The applicant is disabled (30 points).
3. **FAMILY UNIT PREFERENCES:**

Applicant is paying more than 50% of their income towards Rent and utilities (5 points)

4. **All** applicant head of households may qualify for **all** of the following preferences:
 - A. The applicant head of household has been involuntarily displaced or is living in substandard housing or any member of the applicant family is a VAWA victim who has been involuntarily displaced. (5 points);
 - B. The applicant is actively participating in a Economic Self-Sufficiency Program (5 points); and
 - C. The applicant is a U.S. Veteran as defined in Part I (2 points).
5. MPHA will verify local preferences during the application process. Once MPHA has verified an applicant's qualification for a preference, MPHA will not require the applicant to provide information to verify such qualification again unless:
 - A. MPHA determines re-verification is desirable because six months has passed since verification; or;
 - B. MPHA has reasonable grounds to believe that the applicant no longer qualifies for a preference.
6. MPHA will not deny a preference to an applicant for which the applicant qualifies, because the applicant is residing in assisted housing. MPHA will consider the actual condition of the housing unit and the possibility of involuntary displacement resulting from domestic violence.
7. If MPHA filed an eviction or terminated a lease of any member of the applicant family for any reason, the applicant or applicant family does not qualify for the 4.A. preference above.
8. If any member of the applicant family is a person who was evicted during the last five (5) years because of drug-related criminal activity from a housing assisted program under a 1937 Housing Act Program, MPHA will not give a preference to that applicant or applicant family.
9. If MPHA determines that an applicant does not qualify for a preference claimed, MPHA will give the applicant notice of that determination and the reasons for the determination. If the tenant was placed on the waiting list based on having a preference, and MPHA determines at the time of initial interview that they do not, MPHA will withdraw the application.
10. Notwithstanding any other provision to the contrary MPHA may house up to 300 households per year, who are otherwise qualified and eligible, in the general occupancy buildings based solely upon date and time of the application.
11. Notwithstanding any other provision to the contrary, MPHA will process the application of persons who are otherwise qualified and eligible and will accept a general occupancy studio apartment or a unit in a general occupancy building with an occupancy rate less than 97% based solely upon the date and time of the application. Approved applicants who do not accept such a unit will be withdrawn.

Applicants who are housed based under this paragraph may not request a transfer for 3 years, except when:

- A. a change in circumstances occurs after the tenancy and the change did not exist in any form prior to the tenancy and;
- B. MPHA determines that the tenant is not attempting to circumvent preferences or the wait list.

12. Notwithstanding any other provision to the contrary MPHA may accept applications and house MPHA staff who are otherwise qualified and eligible without regard to preference.
13. Notwithstanding any other provision to the contrary MPHA may accept applications and house families who are otherwise qualified and eligible for a Special Housing Program, without regard to preference. MPHA will offer one unit in the designated Special Housing Program locale.

PART V

WAITING LIST ASSIGNMENT PLAN AND DESIGNATION OF BUILDINGS

1. **TAKING APPLICATIONS:**

MPHA at its discretion will determine when and where to accept applications. When opening the waiting list after being closed for a period of time, MPHA will advertise the specifics of how to apply. MPHA may accept applications, when the waiting list is closed, for special programs including but not limited to elderly designation, assisted living, the brain injured, and epilepsy programs for the highest preference categories, MPHA eligible staff and NAZ families.

2. **WAITING LISTS:**

- A. MPHA will assign each applicant to an appropriate applicant waiting list on a citywide basis, based on date and time of application and applicable preferences as outlined in Part IV.
- B. MPHA maintains three separate waiting lists.
 - 1) A highrise waiting list is for elderly and near-elderly applicants are eligible for admission to an elderly designated building.
 - 2) A highrise waiting list is for all applicants eligible for admission to a highrise General Occupancy building.
 - 3) A family waiting list is for applicants with Dependents who are eligible for a family unit. The family waiting list is organized by bedroom size.
- C. MPHA will withdraw an applicant from the waiting list when:
 - 1) the applicant requests withdrawal, except after the applicant has been notified of the denial of their application;
 - 2) the applicant fails to advise MPHA of their continued interest during a waiting list update;
 - 3) MPHA has not received a timely response after one MPHA documented inquiry;
 - 4) mail properly addressed to the applicant's last known address is returned to MPHA; or
 - 5) the applicant fails to timely provide or sign requested documents or to attend scheduled meetings.
- D. An applicant who is withdrawn from the waiting list is not entitled to a grievance but may request reinstatement for up to one year after the first withdrawal.

- E. MPHA will not reinstate any applicant on the waiting list who was withdrawn twice or who was withdrawn for a period of one year.
3. **INCOME TARGETING:** At least 40 percent of families admitted to MPHA's public housing units will have incomes at or below 30 percent of the area median.
4. **DECONCENTRATION OF POVERTY UNIT OFFERING:**
- A. MPHA will strive to house higher income families in lower income communities and lower income families in higher income communities as required by 24 C.F.R. § 903.
 - B. The elderly designated buildings, family units, handicapped accessible units and special or assisted living program units or applicants for the programs in general occupancy buildings are exempt from the deconcentration plan.
 - C. MPHA buildings or units which are not exempt are divided into three groups based on the average tenant income. The Established Income Ranges for the three groups are:
 - 1) where the average is above 115% of the MPHA area-wide average tenant income.
 - 2) where the average is between 85% and 115% of the MPHA area-wide average tenant income or below 30% of the area median.
 - 3) where the average is below 85% of the MPHA area-wide average tenant income. Where applicable in family units, the average tenant income will be measured based on bedroom size.
5. **UNIT OFFERING POLICY:**
- A. In offering a unit to an approved applicant MPHA may consider the size of the family, vacancies, the scarcity of units for large families, preferences, factors such as acceptance into a program listed in Appendix E and the date and time of the application.
 - B. If the applicant is unable to see the unit within the prescribed time period, the Manager or Supervisor of Leasing and Occupancy may grant additional time based upon reasonable cause. After seeing an offered unit the applicant must notify MPHA of the acceptance or rejection of the unit no later than the second working day. If the applicant does not notify MPHA of a decision to reject or to accept the unit by the second working day, MPHA will deem the offer rejected.
 - C. Family Units:
 - 1) The Executive Director in writing may suspend the Family Unit Offering Policy when the occupancy rate is less than 97% for family units.
 - 2) MPHA will offer family units based on vacate date and the applicant's suitability for the unit. The unit with the oldest vacate date is offered first.
 - 3) MPHA will offer one unit to an applicant for a family unit. If the applicant declines the unit, the applicant will be placed at the bottom of the waiting list without local preference points for a period of six months. After six months MPHA will reinstate the preferences.

- 4) MPHA may offer a second unit to an applicant for a family unit when the applicant makes a request in writing for a second offering, within 5 working days of the showing, based solely upon the following reasons.
 - a) The first offered unit is not accessible to the applicant's employment or job training site;
 - b) The first offered unit is not accessible to their daycare or special education facility for their child;
 - c) The first offered unit is not accessible to the medical or other support service necessary to the applicant's ability to be lease compliant, where such support service is a) provided by a limited number of agencies, b) does not provide citywide transportation services and the applicant cannot use public transportation services.
- 5) MPHA may offer a scattered site unit at 20% of monthly adjusted income where five Applicants have declined the unit

D. Highrise Units:

- 1) MPHA will offer four highrise units to an applicant for a highrise unit. If the applicant declines the four offers, MPHA will remove the applicant from the waiting list. The applicant may not reapply for one year running from the date of last rejection.
- 2) MPHA will offer highrise units excluded from the Deconcentration Plan based on vacate date and the applicant's suitability for the program or unit. The unit with the oldest vacate date is offered first.
- 3) MPHA will offer General Occupancy highrise units to approved general occupancy applicants in a manner that will promote deconcentration. MPHA will offer one bedroom units first to people receiving Social Security retirement, Social Security disability or Social Security dependent benefits, Minnesota Supplemental Income(MSA), Public Assistance and/or other fixed income or those with earned income.
- 4) MPHA will offer a unit in a development where the average income is below the Established Income Range, and visa and versa, to approved general occupancy applicants. If the approved applicant refuses the first unit offer, which is based on the deconcentration goals, MPHA will offer a unit based on the vacancy rate.
- 5) On a monthly basis MPHA divides the General Occupancy highrises into three approximately equal groupings based upon the number of vacancies. The three groups are: a) those with the largest number of vacancies; b) those with a medium number of vacancies; and 3) those with the fewest number of vacancies. MPHA's second unit offer will be in a building with the highest vacancy rate. The third unit offer will be in a building with the medium vacancy rate and the final offer will be in a building with the lowest vacancy rate.
- 6). One bedroom units at 1515 Park Ave, 1225 8th St S and 1212 9th St S will be offered to residents who are lease compliant at those buildings who want to transfer from a studio unit. One bedroom units will be offered based on move-in date, with the tenant who has lived in their current studio unit the longest receiving the first offer. A resident in a studio will be offered 2 units at which time they will be placed at the bottom of the transfer list and the second offer date will serve as the new priority date.

PART VI

OCCUPANCY STANDARDS AND LEASE ADD ONS

1. Provisions Applicable To All Tenants

- A. MPHA has established occupancy standards to prevent overcrowding and the under utilization of MPHA's housing resources. Within the occupancy standards MPHA may consider the size of the family, the family composition, vacancies, integrity of the waitlists, the scarcity of units for large families, and disability, ill health and age factors in assigning a unit.
- B. The minimum and maximum occupancy limits for each size and type of unit is as follows:

Unit Size	Number of Persons	
	<u>Minimum</u>	<u>Maximum</u>
0 Bedroom	1 Person	2 Persons
1 Bedroom	1 Person	2 Persons
2 Bedroom	2 Persons	4 Persons
3 Bedroom	3 Persons	6 Persons
4 Bedroom	6 Persons	8 Persons
5 Bedroom	8 -12 Persons	
6 Bedroom	10 or more Persons	

- C. Adult lease add-ons are subject to the same selection process as any applicant except that MPHA may waive verification of residential history. A lease add-on applicant who is denied admission and not the requesting tenant may request an informal hearing as any other applicant.
- D. MPHA will approve lease add-ons only:
 - 1. When it determines that the tenant is not trying to circumvent the waiting list;
 - 2. When the tenant family has been Lease Compliant for at least one year or the duration of the tenancy if less than one year; and
 - 3. If the tenant does not owe any Rent, security deposit or other charges on their monthly statement, and is not on a retroactive Formal Repayment Agreement or owe Retroactive Rent due in part or in total to the fault of the tenant.
- E. Notwithstanding any other provision to the contrary, a former public housing tenant who was removed from any lease or unit subsidized by MPHA, will not be approve as a lease add-on or a Registered Guest for three years after the date of removal.
- F. The Head of Household will sign a new lease or lease addendum for each lease add-on.
- G. Every lease add on will:
 - 1. provide a social security card for the lease add on who is at least six years of age or the head of household must sign a document certifying that the lease add on does not have a number.
 - 2. be a U.S. Citizen or National or have eligible noncitizen status as defined in part I;

3. provide a completed and signed 214 Status Form;
 4. sign consent authorization documents and release of information forms when the lease add on is 18 years or older.
 5. provide a valid State issued picture ID that includes the date of birth, or another acceptable picture ID with a birth certificate when the lease add on is 18 years or older.
- H. In addition to complying with paragraph F, for every addition of a minor to a lease within the occupancy standards, the tenant will provide proof of custody as evidenced by:
1. a birth certificate;
 2. legal proof of adoption;
 3. a court order;
 4. a delegation of powers of a parent under Minn. Stat. 524.5-211;
 5. written permission of the parent or other person having custody of the child; or
 6. if none of the above documents are available , reliable, accurate and objective third-party verification of custody.
- I. If MPHA denies the request to add a minor to the lease for reasons not related to MPHA's occupancy standards, the tenant has the opportunity to request the grievance procedures as provided by Part XIII.
- J. If the Head of Household dies leaving minor children in the unit and if requested MPHA may consider a new Head of Household for the unit. The new Head of Household must be eligible for admission like any other applicant.
- K. If any part of the SOP conflicts with Section VI, Section VI shall control.

2. Highrise Units

- A. The maximum number of persons on a studio or one bedroom highrise lease is two. MPHA will not put more than two persons on any highrise lease except when a tenant qualifies for a transfer to a Family Housing Unit.
- B. In a one bedroom unit MPHA may approve in writing a maximum of four persons including the tenant to be on the lease when the tenant qualifies for a transfer to a family unit. The four persons including the tenant shall be limited to two minors and two adults or one adult and three minors.
- C. In a studio unit MPHA may approve in writing a maximum of three persons including tenant to be on the lease when the tenant qualifies for a transfer to a family unit. The three persons including tenants shall be limited to two adults and one minor or one adult and two minors.
- D. A highrise tenant may qualify for a transfer to a family unit when MPHA determines the following:
 - 1) the tenant is not trying to circumvent the family waiting list; splitting up a family in order to add some members to the highrise lease will be considered circumventing the waiting list.

- 2) the family has been Lease Compliant for at least one year or the duration of the tenancy if less than one year and remains Lease Compliant until the transfer;
 - 3) the tenant does not owe any Rent, sales and service charges, security deposit, and does not owe Retroactive Rent or is not on a Retroactive Rent Formal Repayment Agreement due in part or in total to the fault of the tenant; and
 - 4) the tenant produces evidence that all minors and adults are permanently using the unit as their sole and principal place of residence. Such evidence may be a marriage certificate, domestic partner registration, birth certificate, legal proof of adoption, a court order, school, work or other records verifying the address of the person, written permission of the parent or other person having custody of the minor, or other reliable, accurate and objective third party verification.
- E. MPHA may at any time depending upon the availability of family units and other sound management practices, place a moratorium on placing highrise tenants on the family unit transfer list.
 - F. When MPHA approves an adult lease add-on, the Head of Household must remain in the unit for three years after the adult is added to the lease. If the Head of Household vacates public housing for any reason, except death, before the three year period ends, the whole household will have to vacate. If the entire household does not vacate, MPHA will terminate the lease. MPHA will not transfer the person added to the lease to a separate unit within that three year period. If MPHA initiates a transfer the whole household will transfer together.
 - G. If the Head of Household vacates public housing for any reason except death, before three years, the whole household will have to vacate. If the entire household does not vacate, MPHA will terminate the lease. In addition persons in such households may not transfer to another unit without the Head of Household for three years.

3. Family Units

- A. Family units are for exclusive use by adults with Dependents. If a family does not have a Dependent approved in writing by MPHA to stay in the unit or to be added to the lease, the remaining household members shall transfer to a highrise unit, vacate the unit or be subject to a lease termination.
- B. If MPHA has told a family who is over-housed to transfer to a smaller unit the addition of a minor will not prevent the transfer unless the tenant produces evidence that all minors are permanently using the unit as their sole and principal place of residence. Such evidence may be a birth certificate, legal proof of adoption, a court order, school records, Delegation of Parental Authority, written permission of the parent or other person having custody, verifying the address of the minor, or other reliable, accurate and objective third party verification. Such evidence may also include whether the Head of Household has permanent custody of the minor. Any such single document may not be determinative to show that the minor is permanently using the unit as their sole and principal residence.
- C. When the addition of a person to the lease will result in a family being under housed, the tenant shall produce evidence that all persons are permanently using the unit as their sole and principal place of residence. MPHA may consider such evidence as a marriage certificate,

domestic partner registration, birth certificate, legal proof of adoption, a court order, school, Delegation of Parental Authority, written permission of the parent or other person having custody, work or other records verifying the address of the person, or other reliable, accurate and objective third party verification before MPHA will transfer the family. Such evidence may also include whether the Head of Household has permanent custody of the minor. Any such single document may not be determinative to show that the person is permanently using the unit as their sole and principal residence.

PART VII

RENT COMPUTATION AND SECURITY AND PET DEPOSITS

1. MPHA may request income information from a Tenant at anytime. Tenant must provide timely written, accurate, current, objective and verifiable information.
2. **FIXED INCOME:** As a part of MPHA's Moving to Work initiative tenants whose only sources of income are from Social Security retirement, Social Security disability or Social Security dependent benefits, Minnesota Supplemental Income(MSA) and/or other fixed income approved by MPHA may have a reexamination less often than annually but not longer than once every three years. However, these tenants must report any change in source of or addition to income other than the cost of living increases associated with the fixed income source within five working days of the change. MPHA will determine whether a Tenant meets the requirement for less frequent reexamination. MPHA will notify Tenants in advance of each reexamination.
3. **EXCEPTION FROM INTERIM RENT REDUCTION:** As a part of MPHA's Moving to Work initiative tenants who are absent from their unit for more than 30 days, and as a result have a reduction in income, will not be given a Rent reduction due to a loss of income. See the MTW Hardship Exemption below.
4. **TOTAL TENANT PAYMENT:** At admission and in preparation for their reexamination, each family may select Flat Rent or Income Based Rent. Families who do not timely and properly report their income may not take advantage of the Flat Rent.
 - A. **FLAT RENT** is available only at the time of admission or the annual re-examination.
 - 1) At the time of admission and the annual reexamination, MPHA will provide to a Family a letter stating:
 - a) That the Family has the option to select Flat Rent or Income Based Rent.
 - b) The amount of Flat Rent.
 - c) That a Family who selects Flat Rent will go through the income reexamination process every three years rather than every year.
 - d) A Family on Flat Rent does not receive a utility allowance.
 - e) That the Family must sign and return a certification to receive Flat Rent.

- f) If the Family does not choose Flat Rent, the Income Based Rent will be charged.

2) Financial Hardship and Retroactive Flat Rent

- a) Families who select Flat Rent may request a reexamination and return to Income Based Rent at any time due to a financial hardship which exists when:
- i) The family's income has decreased; or
 - ii) The family's expenses such as childcare or medical care have increased;
- b) If the family does not timely elect the Flat Rent and the Income Based Rent is higher than the Flat Rent, MPHA will, with the Supervisor of Leasing and Occupancy's approval, retroactively apply the Flat Rent a maximum of two rental periods prior to the tenant's request if the tenant timely reported an increase in income.

B. INCOME BASED RENT

The total tenant payment is equal to the highest of:

- 1) Thirty percent of monthly Adjusted Income (refer to definition in Part I), rounded to the nearest dollar;
- 2) Ten percent of monthly Annual Income (refer to definition in Part I), rounded to the nearest dollar;
- 3) If the family is receiving government welfare assistance and the assistance is adjusted because the family is receiving subsidized housing, MPHA will use the lesser amount as income;

C. MINIMUM RENT: Is not based on income and is \$75.00 per month. This would not apply to households in which all members are either elderly and/or disabled, and whose sole source of income is Social Security, SSI or other fixed annuity pensions or retirement plans. Those households would continue to pay 30% of their adjusted gross income.

Hardship Exemption: A tenant may request a hardship exemption from paying Minimum Rent.

- 1) If the tenant requests a hardship exemption, MPHA will suspend the Minimum Rent beginning the month following the family's request and until the MPHA determines whether the hardship exists, or is temporary or long-term.
- 2)
 - a) A hardship exists when the Tenant Family is unable to pay Minimum Rent because: The Tenant Family has lost eligibility for or is waiting for an eligibility determination for a Federal, State or local assistance program. This may include a family that whose member is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b) The Tenant Family would be evicted because it is unable to pay the Minimum Rent;

- c) The income of the Tenant Family has decreased because of changed circumstances, including loss of employment; or
 - d) A death has occurred in the Tenant Family.
- 3) If MPHA determines that there is no qualifying hardship, MPHA will reinstate the Minimum Rent and the suspended Minimum Rent. The tenant shall pay the reinstated and suspended Minimum Rent when billed.
- 4) A temporary hardship exists when the inability to pay Minimum Rent is due to a qualifying hardship that lasts for 90 days or less. If the MPHA determines that the hardship is temporary, the Minimum Rent will not be billed for 90 days from the date of the suspended Minimum Rent. During the 90-day period MPHA will not terminate the lease for the non-payment of Minimum Rent.
- At the end of the 90-day period, the Minimum Rent will be reinstated retroactively to the time of suspended Rent. The MPHA will offer a 12 month repayment agreement. If the Tenant does not sign a repayment agreement of up to 12 months, or make full payment, MPHA will take action to terminate the lease.
- 5) A long term hardship exists when the inability to pay Minimum Rent is due to a qualifying hardship that lasts over 90 days. If the MPHA determines the hardship is long-term hardship, the family will be exempt from the Minimum Rent requirement, beginning the month following the month of the Tenant Family's request and during the hardship period.
- 6) Even if a tenant requests a hardship, the tenant will pay 30% of their Adjusted Annual Income as Rent.
- 7) In determining whether a Tenant qualifies for a hardship, MPHA may request and review any relevant documentation including but not limited to:
- Income Verifications
 - Bank Statements
 - State Wage File Information
 - Credit Report
 - Employment Records
 - Government Assistance
 - Proof of the Death of a Tenant Family Member
 - History of Reporting of Income Increases
 - Income Tax Records
- 8) MPHA may deny a hardship exemption from paying Minimum Rent if MPHA determines that:

- a) the Tenant Family has or is receiving non-essential goods or services including but not limited to cable or satellite TV, internet services, a motor vehicle, pager, or more than a basic phone service;
 - b) the Tenant Family does not accurately and completely complete the documents requested by MPHA to determine if there is a qualifying hardship;
 - c) the Tenant Family has not disclosed all of its current or past income to MPHA;
 - d) the Tenant Family's loss of income is voluntary or due to misconduct;
 - e) the Tenant Family's loss of eligibility of any assistance program is due to the Family's failure to comply with the requirements of that program;
 - f) the Tenant Family is not actively seeking income/employment; or
 - g) If the Tenant is on temporary or long term hardship and does not report all income within five working days.
- 9) The Tenant may use the grievance procedure to appeal MPHA's determination regarding the hardship. Tenant will not be required to escrow unpaid Rent to access the grievance procedure.
 - 10) Prior to filing an eviction action in court for failure to pay Minimum Rent, the Executive Director or Deputy Executive Director or a designee shall review the file and determine if the family has requested and qualifies for a hardship exemption or if any other remedial action should be taken on behalf of the family.

D. MTW HARDSHIP EXEMPTION: A tenant may request a MTW hardship exemption, from paying Income Based Rent under the MTW initiative.

- 1) If a tenant requests a MTW hardship exemption, MPHA will suspend the Income Based Rent beginning the month following the family's absence from the unit.
- 2) A MTW hardship exists when the Tenant Family is absent from the unit for more than 30 days and is unable to pay the income Based Rent because:
 - a) The Tenant Family has lost eligibility for or is waiting for an eligibility determination for a Federal, State or local assistance program. This may include a family whose member is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
 - b) The Tenant Family would be evicted because it is unable to pay the income Based Rent;
 - c) The income of the Tenant Family has decreased because of changed circumstances, including loss of employment; or
 - d) A death has occurred in the Tenant Family.
- 3) If MPHA determines that there is no qualifying MTW hardship, MPHA will reinstate the income Based Rent. The tenant shall pay the reinstated Rent when billed.

- 4) A temporary MTW hardship exists when the inability to pay Income Based Rent is due to a qualifying hardship that lasts for 120 days or less. If the MPHA determines that the hardship is temporary, the Income Based Rent will not be billed for a period of no longer than 120 days from the date of the suspended Income Based Rent. During that period MPHA will not terminate the lease for the non-payment of Income Based Rent. MPHA may, during that period, terminate the Lease for non-payment of Minimum Rent.

At the end of the period, the income Based Rent will be reinstated retroactively to the time of suspended Rent. The MPHA will offer a 12-month repayment agreement. If the Tenant does not sign a repayment agreement of up to 12-months, or make full payment, MPHA will take action to terminate the lease.

- 5) A long-term MTW hardship exists when the inability to pay Income Based Rent is due to a qualifying MTW hardship that lasts over 120 days. If the MPHA determines the hardship is a long-term hardship, the family will be exempt from the Income Based Rent requirement, beginning the month following the month of the Tenant Family's request and during the MTW hardship period. The Tenant will be responsible to pay Minimum Rent.

- 6) In determining whether a resident qualifies for an MTW hardship, MPHA may request a resident to provide any relevant documents and an authorization permitting the release of any relevant documents which may include but not limited to:

- Income Verifications
- Bank Statements
- State Wage File Information
- Credit Report
- Employment Records
- Government Assistance
- Proof of the Death of a Tenant Family Member
- History of Reporting of Income Increases
- Travel documents
- Tax Returns

- 7) MPHA may deny a MTW hardship exemption from paying Income Based Rent if MPHA determines that:
- a) the Tenant Family has or is receiving non-essential goods or services including, but not limited to cable or satellite TV, internet services, a motor vehicle, pager, or more than a basic phone service;
 - b) the Tenant Family does not accurately and entirely complete the documents requested by MPHA to determine if there is a qualifying hardship;
 - c) the Tenant Family has not disclosed all of its current or past income to MPHA;
 - d) the Tenant Family's loss of income is voluntary or due to misconduct;

- e) the Tenant Family's loss of eligibility of any assistance program is due to the Family's failure to comply with the requirements of that program;
- f) the Tenant Family is not actively seeking income/employment; or;
- g) if the Tenant is on temporary or long-term MTW hardship and does not report all income within five working days.

8) The Tenant may use the grievance procedure to appeal MPHA's determination regarding the MTW hardship. Tenant will not be required to escrow unpaid Rent to access the grievance procedure.

5. **ALLOWANCES:**

- A. When an interim Rent increase occurs, MPHA will deduct income so that Income Based Rent is equal to the Flat Rent amount.
- B. Amounts received specifically for a special diet are deducted from income.
- C. Child support payments which are made through a payroll deduction or a reduction in government benefits are deducted from income.
- D. 15% of the gross employment income, when income is timely and properly reported. This allowance will not be deducted for Retro Rent due to Tenant failure to timely and properly report income. The 15% will be deducted for future rent.
- E. An amount such that rent will be twenty percent of monthly Adjusted Income (Refer to definition in Part I) rounded to the nearest dollar, for Studio units (zero bedroom units) at 1710 Plymouth Avenue North;
- F. An amount such that rent will be twenty percent of monthly Adjusted Income (refer to definition in Part 1) rounded to the nearest dollar for Scattered Site units where five different families have declined the unit.

6. **TENANT PAYMENT (RENT):**

All highrise apartments Rents include gas, electric, water and sewer and do not include telephone, cable service or other such services. The Total Tenant Payment is the amount the tenant pays for Rent.

Unless specifically stated otherwise, family tenants pay their own electricity and gas. MPHA establishes a Utility Allowance based on average consumption of utilities in similar unit sizes and types. The most current allowance schedule is attached as Appendix "B." The appropriate utility allowance is subtracted from the Total Tenant Payment. The remaining amount is the Tenant's Rent.

- 7. **EXCESS UTILITIES:** In highrises where tenants using certain appliances such as a freezer or air conditioner, will be pay a charge for excess utility consumption. Also, family tenants will pay for excessive water usage. See Appendix "C" for a Schedule of Excess Utilities Charged.
- 8. **UTILITY ALLOWANCE:** Where a tenant pays their utility costs, and the Total Tenant Payment is less than the utility allowance for the unit, MPHA will pay a utility credit equal to the difference between the utility allowance and the Total Tenant Payment. MPHA may send the utility credit to a utility supplier on the tenant's behalf or with the Tenant's written permission apply the credit to outstanding balances on the tenant's account.

9. **SECURITY DEPOSITS:** Tenants signing an initial lease will pay a security deposit in the amount stated in Schedule of Security Deposits. Tenants transferring from one MPHA low-rent public housing unit to another MPHA low-rent public housing unit will pay an additional Security or Pet Deposit if the unit to which the Tenant is transferring to, has a higher deposit amount. Tenants who paid a deposit prior to the imposition of the current security deposit amount, will not pay the difference between the two security deposits.

At the discretion of MPHA, tenants may pay the security deposits in three monthly installments by signing a deposit payment agreement. If the tenant does not comply with the terms of the deposit payment agreement, MPHA may terminate the lease. MPHA will hold the security deposit until the lease is terminated or the tenant vacates public housing. Upon such termination and vacation, MPHA will return the deposit to the tenant with interest, in accordance with State Law and if:

- A. there is no unpaid Rent or other charges for which the tenant is liable,
 - B. the apartment and all equipment is left clean, and all trash and debris were removed,
 - C. there is no breakage or damage beyond normal wear and use,
 - D. there is no equipment missing, and
 - E. the keys to the dwelling are surrendered to MPHA.
10. **PET DEPOSIT:** With MPHA's prior written approval and payment of a pet security deposit of \$75 for units without carpet and \$150.00 for units with carpet, tenants may have common household pets as defined in the Pet Policy. MPHA will hold the pet deposit until the tenant moves out or no longer keeps a pet in the dwelling unit. MPHA will refund the pet deposit with interest according to State law, unless the damage costs to the premises were caused by the pet. Tenants may sign an agreement to pay the pet deposit in three monthly payments. If the tenant does not comply with the agreement MPHA may terminate the lease.

PART VIII

TENANT TRANSFER

1. MPHA has eight types of tenant transfers from one MPHA dwelling unit to another MPHA dwelling unit. Tenant initiated requests for transfer must be submitted in writing to the Property Manager. Tenants requesting a convenience, management, elderly designated or occupancy transfer must be Lease Compliant for at least one year, at the time of the request and at the time of the transfer, to be considered for a transfer, this includes being current on the payment of Rent and other charges. Tenants requesting a transfer to a smoke-free property must have been a non-smoker for at least 3 years. Where appropriate Section 8 Vouchers may be used to expedite needed transfers.
- A. A family transferring from one MPHA low-rent public housing unit to another is not subject to a reexamination of family size and income and redetermination of Total Tenant Payment unless the reexamination schedule for the project to which the family is transferring would cause an excess of 12 months to elapse between the family's regular reexamination.

A tenant family that transfers from public housing to another MPHA program will undergo an examination of family size and income and the TOTAL TENANT PAYMENT will be redetermined. The tenant family transferring to public housing from any Section 8 Program will meet all requirements for admission to public housing including the screening process as outlined in Part II.

- B. MPHA will inform transferring tenants that the units they vacate must be left-clean and undamaged. MPHA will charge the tenant for the cleaning and repair of the vacated unit. MPHA will inspect the tenant's current unit prior to approval of a transfer request. MPHA will not approve a transfer if the tenant has caused damage to their current unit due to negligence or misuse. Also, management may consider lease termination based on the damage due to negligence or misuse and will charge the tenant for any extraordinary cleaning or repair work performed by MPHA.
 - C. If the tenant is transferring to a unit where the tenant is responsible for payment of utilities, the tenant must provide verification that their previous utility accounts are paid or that the tenant has made acceptable arrangements with the utility company so that the tenant can receive service at the new address in the tenant's name.
 - D. Tenants transferring from one MPHA low-rent public housing unit to another MPHA low-rent public housing unit will pay any additional Security or Pet Deposit if the unit to which the Tenant is transferring has a higher deposit amount
 - E. Tenants who do not vacate the unit they are transferring from within three days, except for transfers to senior designated units, will be charged a holdover fee of \$10.00 per day in highrise units and \$40.00 per day for family units.
 - F. For convenience, and management transfers, Tenants will pay prior to the transfer, an administrative and maintenance fee to make the unit they are transferring from ready to rent. (see Sales and Service Charge Schedule).
2. Transfers are prioritized in the following order. The Leasing and Occupancy Manager has the discretion to make exceptions to the priorities. Also, all transfer offers depend upon unit availability.
- A. **Emergency:** Emergency transfers are:
 - 1) due to a natural disaster such as a fire or flood;
 - 2) due to a hazardous substandard condition which significantly endangers the health or safety of the tenant family (see the MPHA lease or fire procedure);
 - 3) in compliance with MPHA VAWA Policy or .
 - 4) requested by law enforcement agency for a tenant who provided information to a law enforcement agency and the transfer is needed to minimize the risk of reprisal.

One suitable unit will be offered. If the unit is refused, the emergency transfer will be denied. If the tenant refuses an emergency transfer and in the sole judgment of MPHA a hazardous situation exists, the management may terminate the lease.

- B. **Modernization/Demolition**: MPHA initiates these transfers when it determines that the unit requires substantial repairs or is scheduled for modernization or demolition. MPHA will offer two suitable offers. If the tenant refuses both offers, does not immediately sign a lease for the transferring unit or does not vacate the unit in three days, MPHA may immediately terminate the lease.
- C. **Reasonable Accommodation**: When MPHA determines that a transfer is appropriate for a disabled tenant as provided in its Reasonable Accommodation Policy. MPHA will offer one suitable unit to the tenant. If the tenant refuses the unit, and MPHA determines that the refusal is not due to or caused by the disability, MPHA will cancel the transfer. MPHA will not transfer a Tenant under this section when a lease termination is pending for a reason unrelated to the disability.
- D. **Reasonable Accommodation Handicapped Accessible Unit**: MPHA will offer an accessible unit to a qualifying disabled tenant who needs the accessibility features as provided in MPHA's Reasonable Accommodation Policy. MPHA will offer one suitable unit. If the tenant refuses the unit, MPHA will cancel the transfer.

A tenant living in an accessible unit or a unit with special adaptations, who does not need the amenities shall move if an eligible tenant is waiting for that unit. MPHA will offer two suitable offers to the tenant. If the tenant refuses offers are refused, MPHA may terminate the lease.

- E. **Convenience for Non-Disabled Tenants**: This is a transfer due to a medical reason, which does not qualify as a reasonable accommodation under MPHA's Reasonable Accommodation Policy. This kind of transfer does not apply to a transfer from a highrise building to a family unit. MPHA may grant the transfer if a medical doctor verifies the medical need for a transfer. MPHA will offer one suitable unit. If the tenant refuses the offer, MPHA will cancel the transfer.
- F. **Occupancy**:
- 1) MHOP Transfers:
 - a) MHOP Tenant Families who are over or under housed will have a priority to transfer to other MHOP developments when openings occur, provided that the over or under housed MHOP Tenant Family can meet the criteria for the development to which that family is seeking to transfer. If a family meeting these circumstances refuses a MHOP unit, the MHOP Developer may terminate the tenant's lease.
 - b) MPHA will place MHOP Tenant Families who are over or under housed to be placed on MPHA's transfer waiting list under the same criteria as MPHA housed families. Prior to the transfer to an MPHA managed property the MHOP Tenant Family must meet MPHA's Requirements for Admission and Tenant Selection Criteria. If a family meeting these circumstances refuses a MPHA unit, the MHOP Developer may terminate the tenant's lease.
 - c. MHOP Tenant Families who are over housed and require a one bedroom or studio unit will placed on MPHA's transfer waiting list under the same criteria as MPHA housed Tenant Families. Prior to the transfer to an MPHA managed property the

MHOP Tenant Family must meet MPHA's Requirements for Admission and Tenant Selection Criteria. If a family meeting these circumstances refuses a MPHA unit, the MHOP Developer shall terminate the tenant's lease.

2) MPHA Transfers:

MPHA will offer one appropriate unit based on the unit size needed and the date of the approval of the transfer.

a) These transfers occur when at the time of the annual reexamination the permanent size of the Tenant Family is less than the minimum or more than the maximum number of persons permitted for that unit as described in Part VI or when there is a valid reason to separate a household and the Tenant Family Members have lived together in MPHA housing for more than 3 years. A Tenant Family with Dependents who are underhoused by one bedroom size may stay in the unit if MPHA determines that it will not cause undue wear and tear.

b) The priority of Occupancy Transfers is as follows:

- 1) Separation of Household
- 2) Transfers from Family to Highrise
- 3) Transfers from Highrise to Family units
- 4) All other occupancy transfers

3. If a tenant refuses the offer of a unit of the correct size, MPHA may terminate the lease.

G. **Elderly Designated**: Transfers from a general occupancy building to a senior designated building or from a senior designated to a general occupancy building are prioritized by the initial lease date. Transfers to senior designated building are available to Tenants when they become age eligible. Transfers will also be offered to Tenants in an Elderly Designated if they have minors added to the lease. If a tenant refuses an offer the tenant's name will go to the bottom of the transfer list. If a tenant refuses two offers, MPHA will cancel the transfer.

H. **Management Transfer**:

- 1) These transfers are for tenants who have been a MPHA tenant for three consecutive years. They will not occur if MPHA's overall occupancy rate is less than 98%.
- 2) A tenant may request a management to transfer from an efficiency unit to a one-bedroom unit within their highrise building or for personal satisfaction.
- 3) If the tenant refuses one suitable offer, MPHA will cancel the transfer.

PART IX

LEASES AND LEASE ADDENDA

1. Before signing a lease the head of the household and all adult members shall attend a Tenant Orientation Briefing. In cases of unusual hardships the Manager of Leasing and Occupancy or designee may permit the tenants to attend the Tenant Orientation Briefing at a later date.
2. The head of household, all adult members and MPHA will sign and date a lease and future leases and all lease addenda except for Rent changes.
3. When a tenant family, transfers to another unit, the head of household, all adult members and MPHA will sign and date a lease for the future unit.
4. The lease will comply with MPHA policies and applicable regulation, law and ordinances.
5. When MPHA changes the amount of Rent, MPHA will issue a lease addendum to amend the lease. MPHA will provide a copy of the lease addendum to the tenant and put a copy in the tenant's file.
6. MPHA will post the Sales and Service Charge Schedule utilities, fees and rules and regulations which are referred to in the lease in a conspicuous manner in each highrise building and the family AMP office and provide a copy of the same to affected applicants and tenants upon request. MPHA may amend the schedules, rules and regulations by providing a minimum of a 30- day written notice to each affected tenant of the proposed change, the reason for each change, and the opportunity to present written comments. MPHA will consider the written comments before the change is adopted.
7. When a 30-day written notice is required, MPHA shall:
 - a) Deliver or mail the notice to each affected tenant's unit or deliver to the tenant; or
 - b) Post the notice in three conspicuous places within each affected highrise building or family AMP office.
8. When the head of household ceases to be a member of the tenant family, the current lease will be voided and the remaining adult tenant family members who are eligible and qualify for continued occupancy will sign a new lease. Adult tenant family members who did not sign the voided lease, shall be screened for admission and meet all eligibility and qualifying requirements.
9. When two or more elderly single persons agree to share a unit, eligibility, qualification, and Rent may be determined separately for each and a separate lease executed with each person unless such persons live as a family with income and assets available for joint use. In the latter case, the two individuals will be regarded as a family and the Rent and eligibility will be based on the joint incomes and assets.

In case of such joint occupancy of an apartment, each lease should provide that the unit is leased to all occupants as tenants-in-common and that each tenant should have the right to the use and occupancy of the entire apartment in common with his or her co-tenant(s).
10. Tenants shall not receive mail at their unit for any person who is not on the lease except for a live-in aide approved in writing by MPHA. This does not apply to mail from the Social Security Administration to a representative payee for a Social Security recipient.

PART X

REEXAMINATION OF TENANT ELIGIBILITY AND RENT ADJUSTMENTS

1. All adult tenants, whose Rent is not Flat Rent, must notify MPHA in writing of all changes in income, or sources of income within five working days of the change.
2. All adult tenants must notify MPHA in writing of all changes in family composition within five working days of the change.

3. REEXAMINATION OF TENANT ELIGIBILITY STATUS

- A. MPHA must reexamine the status of each tenant family relating to eligibility for continued occupancy, the Rent charged and the household composition, once every twelve months for families who are not paying Flat Rent and once every three years for families paying Flat Rent or who are on Fixed Income. However, the initial reexamination after their admission for all families will occur according to the schedule for the development in which they reside.

MPHA may, at its discretion, fix the time of the next reexamination. MPHA will notify Tenants in advance of each reexamination.

- B. At each annual reexamination families will complete a written Application for Continued Occupancy signed by the Head of Household, Spouse, Co-Head of Household, and any adult member of family. The Application will request data and information necessary to enable MPHA to determine: (1) whether the family meets the requirements of eligibility for continued occupancy; (2) the Rent to be charged; and (3) the size of the unit required.
- C. If MPHA determines that a Tenants at the time of reexamination is ineligible or not qualified for failing to meet the requirements for continued occupancy, including the community service requirement (see part XIV), or a breach of the lease, MPHA will provide a written notice of the reasons for the ineligibility and may terminate the lease.
- D. If upon reexamination the tenant family's size or composition has changed so that the dwelling unit occupied by the family does not meet MPHA's occupancy, standards for the family size, MPHA may process a transfer request. MPHA will give at least a 30 day notice to the family of the transfer to another unit. Rent changes as a result of an annual reexamination of income are effective on the scheduled reexamination due date.
- E. If the tenant has misrepresented to MPHA the facts upon which their Rent is based, so that the Rent being charged is less than what should have been charged, tenant will owe Retroactive Rent from the date the increase would have become effective. Also, MPHA may propose lease termination.
- F. If MPHA determines that the tenant has gained admission or remained in occupancy because of the tenant's misrepresentation of income, assets, family composition, or information related to applicant screening criteria, MPHA may terminate the lease.

4. RENT ADJUSTMENTS:

- A. MPHA will adjust Rents at the time of reexamination.
- B. Once the Rent is established, the rate will be effective until the next annual reexamination unless there is a decrease in income, or an increase in income resulting in an increase in Rent of \$30.00 or more per month. Adult tenants must timely report all changes in income, changes in a source of income, or changes in household composition MPHA will not reduce Rent at an interim reexamination Rent when the tenant has not cooperated with the annual re-exam. During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.
- C. If any of the following circumstances occur, MPHA will review and adjust Rent and income in accordance with the Total Tenant Payment Formula.
 - 1) A loss or addition to the tenant's household whether by birth, death, dissolution of marriage or other circumstances.
 - 2) Receipt of or discontinuance of receipt of welfare assistance.
 - 3) A decrease in income which would lower the Rent or payment in accordance with the Total Tenant Payment Formula.
 - 4) Transfer of a family from one MPHA program to another MPHA program.
 - 5) An increase in income that would cause a Rent to increase by \$30.00 or more per month.
- D. For tenants that work regular seasonal jobs such as with a school or school district Rent will automatically increase at the end of the off season. If the Rent does not increase at the end of the off season it is the tenant's responsibility to report to MPHA that their Rent did not increase.
- E. Annualized Income Review: If it is not feasible to anticipate a level of income over a twelve month period, the income anticipated for a shorter period may be annualized subject to a reexamination at the end of the shorter period.
- F. Tenants or applicants who claim zero income may be subject to reexamination every 90 days.
- G. In circumstances where tenant income fluctuates, Rent will be computed based on an average of past amounts. This applies to all adults in the household. MPHA will annualize the Rent of a Tenant at the third interim Rent change See 24 C.F.R. § 5.609
- H. Rent will not change for a tenant who is on a temporary leave from work or experiences a temporary reduction of income for more than 30 days and less than 120 days. However, the Manager or Supervisor of Leasing and Occupancy, will approve a credit adjustment for the loss of income. MPHA will not make a credit adjustment to the Rent if the leave is less than 30 days.
- I. MPHA will notify tenants in writing of any change in Rent or payments resulting from an interim reexamination as stated in the lease.
 - a. An increase in Rent resulting from an interim reexamination is effective the first day of the second month following the date of the actual change in income. If there is a delay in increasing the Rent, the tenant will pay the Retroactive Rent effective the first day of the second month following the increase in income.

- b. A decrease in Rent resulting from and interim reexamination is effective the first day of the month following the date the decrease was reported. When delays in verification are a direct result of the tenant's lack of cooperation or unavailability, the Rent will decrease the first of the month following the receipt of verification.

- J. MPHA will not reduce Rent when a Family experiences a reduction in benefits because of welfare fraud or noncompliance with economic self-sufficiency requirements.

5. VERIFICATION OF TENANT'S STATEMENTS AND INCOME: (same as in Part III)

- A. Tenants must furnish proof of their statements as required by MPHA to insure accuracy.

At the time of admission and each reexamination, MPHA will verify all income, assets, and each applicable deduction, allowance or exemption MPHA will verify income by one of the five methods of verification:

- Enterprise Income Verification
- Third Party Written
- Third Party Oral
- Review of documents provided by the tenant
- Self Certification Documents

MPHA staff will allow two weeks for receipt of a third party written verification, and attempt a third party oral verification, before accepting self certification documents. Self certification documents are from the family and may include benefit checks, employment checks income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States Savings Bond redemption values, or other supporting documents. MPHA may use self certification when other methods are not available. In cases where third party verification cannot be obtained, MPHA will document the reason why another method was used. MPHA will not photocopy United States Treasury checks. For asset income verification MPHA will only seek third party verification of bank accounts when the total value of all assets is over \$5000. MPHA will review the documents to determine asset values.

Social Security amounts may be determined by adding COLA to the last verified amount.

- B. The Family Head and other designated family members will execute a HUD approved release and consent form authorizing any depository or private source of income, or any federal, state or local agency, to furnish or release to MPHA and to HUD information requested by MPHA or HUD. The Family shall directly submit all requested documentation. Requested information or documentation may be required for purposes of determining or auditing a Family's eligibility to receive housing assistance, for determining the Family's Adjusted Income or Tenant Rent, for verifying related information or for monitoring compliance with equal opportunity requirements.
- C. Tenants claiming a disability status as defined in the Social Security Act, or in Section 102 (7) of the Developmental Disabilities Assistance and Bill of Rights Act but do not receive Social Security benefits, a qualified medical practitioner will provide a medical certification of the disability. The receipt of veteran's benefits for disability does not establish a disability status for allowable deductions.

6. **FLAT RENT:** Is available only at the time of admission or the annual reexamination. Families who do not timely and properly report their income may not elect flat rent.
 - A. At the time of the annual reexamination MPHA will provide to a Family a letter stating:
 - 1) That the Family has the option to select Flat Rent or Income Based Rent.
 - 2) The amount of the Flat Rent.
 - 3) That a Family who opts for the Flat Rent will go through the income reexamination process every three years, rather than every year.
 - 4) A Family on Flat Rent does not receive a utility allowance.
 - 5) That the Family must sign and return a certification to receive the flat rent.
 - 6) Flat Rent is effective on the first day of the month following MPHA's receipt of the signed certification. If the Family does not choose Flat Rent, the Income Based Rent will be charged.
 - B. **Financial Hardship and Retroactive Flat Rent**
 - 1) Families who select Flat Rent may request to have a reexamination and return to the Income Based Rent method at any time due to a financial hardship which exists when:
 - a) The Family's income has decreased; or.
 - b) The Family's expenses such as childcare and medical care have increase, etc.
 - 2) If the family does not timely elect the Flat Rent and the Income Based Rent is higher than the Flat Rent, MPHA will, with the Supervisor of Leasing and Occupancy's approval, retroactively apply the Flat Rent a maximum of two rental periods prior to the tenant's request if the tenant timely reported an increase in income.

PART XI

LEASE TERMINATIONS

1. Tenant shall give MPHA advance written notice when the Head or Co-head of Household may be absent from the unit for more than 30 consecutive calendar days. MPHA will not authorize an absence of the Head or Co-head of Household for more than 90 days per 12 month period. If the Head or Co-head of Household is absent for more than 90 days per 12 month period, MPHA may terminate the lease. MPHA may terminate the lease when the Head or Co-head of Household is absent for more than 30 days without giving MPHA advance written notice.
2. The tenant may terminate the lease by providing MPHA with at least thirty days written notice as defined in the lease agreement.
3. MPHA may terminate the lease for non-payment of Rent or other good cause. Reasons for a lease termination may include but are not limited to: failure to pay charges on the monthly Rent statement; serious or repeated interference with the rights of other tenants or neighbors; serious or repeated damage to the leased premises; the creation of physical or health hazards; serious or

repeated violations of the terms of the lease; any activity that threatens the health, safety or right to peaceful enjoyment of the premises by other tenants, neighbors or public housing employees; the Tenant Family being Over Income for 24 consecutive months; or drug related criminal activity on or off the premises engaged in by a tenant, a member of the tenant's household, a guest or another person under the tenant's control or any other criminal activity on or off premises.

4. If MPHA terminates the lease, MPHA will give written notice as follows:
 - A. At least 14 days prior to termination for the non-payment of rent. (see Rent Collection Policy).
 - B. A reasonable time:
 - 1) depending on the seriousness of the situation;
 - 2) when a threat or act against the health or safety of other tenants, guests, neighbors or MPHA's employees or vendors or others exist or when the tenant violates the safety of the premises, or in the case of any drug related criminal or criminal activity; or
 - 3) for any lease violation for which the tenant is not entitled to the grievance procedure.
 - C. Thirty calendar days prior to termination in all other cases.
5. Notice of termination to a tenant shall state the reasons for the termination, and whether the tenant has the opportunity to request the grievance procedure.

PART XII

TENANT GRIEVANCE

1. Purpose and Applicability
 - A. MPHA has established this grievance procedure in compliance with federal regulations. The purpose of the procedures is to permit tenants an opportunity for a hearing if the tenant disputes an MPHA action or failure to act under the tenant's lease with MPHA or federal regulations.
 - B. This grievance procedure applies to individual grievances as defined in Section 2. E (1) below, including complaints of a tenant and eviction for cause. The grievance procedure shall not apply to lease terminations for:
 - 1) non-payment of Rent except to dispute the amount of the Rent charged;
 - 2) any activity that may threaten the health or safety of the premises, Tenant Family, other Tenants, neighbors, employees of MPHA or others;
 - 3) any drug-related criminal activity on or off the premises;
 - 4) any violent criminal activity on or off the premises; or
 - 5) any felony conviction.
 - C. Also the grievance procedure does not apply to:
 - 1) disputes between tenants that do not involve MPHA;

- 2) class grievances;
- 3) grievances intended to initiate or negotiate policy changes;
- 4) tenants who are denied a lease add-on because of occupancy standards or because MPHA has placed a moratorium upon placing highrise tenants on the family unit transfer waiting list;
- 5) a tenant who requests a reasonable accommodation or VAWA protection after the Formal Hearing for a lease termination for the purpose of contesting the results of the Formal Hearing, except when MPHA did not properly inform tenant of their right to request the reasonable accommodation or VAWA protection;
- 6) the denial of a reasonable accommodation or VAWA request when MPHA has terminated the lease for any reason under 1 B. 2), 3) 4) and 5) above.
- 7) Any claim for monetary damages including but not limited to property or personal injury damages.

2. HUD Requirements

- A. MPHA will adopt a grievance procedure affording each Tenant an opportunity for a hearing on a grievance as described above.
- B. MPHA shall provide at least 30 days notice to tenants and resident organizations setting forth proposed changes in the grievance procedure and will provide an opportunity to present written comments. MPHA will consider the comments before adopting any grievance procedure changes.
- C. MPHA shall furnish a copy of the grievance procedure to each tenant and to resident organizations.
- D. MPHA shall consult with the Minneapolis Highrise Representative Council (MHRC) to compile a list of qualified Hearing Panel members. MPHA will consider recommendations from the MHRC prior to the appointment of a Hearing Panel member.
- E. Definitions

For purposes of this grievance procedure, the following definitions apply:

- 1) "Grievance" shall mean any dispute not listed in Sections 1B or 1C which a tenant may have with respect to MPHA's action or failure to act in accordance with the individual tenant's lease or MPHA policies, which violate the individual's, rights, duties, welfare or status. Adverse actions may include, but are not limited to: lease terminations for cause, transfers for family composition, and imposition of charges for maintenance, repairs, and excess consumption of utilities.
- 2) "Complainant" shall mean any tenant whose grievance is presented to MPHA.
- 3) "Element of due process" shall mean an eviction action or a termination of tenancy in a state court in which the following procedural safeguards are required:
 - a) Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction.
 - b) Right of the tenant to be represented by counsel.

- c) Opportunity for the tenant to refute the evidence presented by MPHA including the right to confront and cross-examine all witnesses and to present any affirmative legal or equitable defense, which the tenant may have.
 - d) A decision on the merits.
- 4) "Due Process Determination" shall mean a determination by HUD that state or local law requires that a tenant be given the opportunity for a hearing in court which provides the basic elements of due process before eviction from the dwelling unit. HUD has issued a due process determination for the State of Minnesota. MPHA may evict tenants through the judicial eviction procedures and is not required to provide the opportunity for the grievance procedure for lease terminations listed in Section 1B or 1C.
- 5) "Hearing Panel" shall mean the officer(s) in charge of the hearing.
 - a) The Hearing Panel shall be three people except as stated below
 - b) MPHA may appoint a one person Hearing Panel for a hearing contesting the amount of any Rent, court filing or service fees or any other charges owing on the tenant's account, or the denial of a Reasonable Accommodation or VAWA certification.
 - c) The hearing panel will be impartial person(s) appointed by MPHA. A Hearing Panel member shall not be a person or a subordinate of a person who made or approved MPHA's action under review. If a Hearing Panel officer knows or has information about the subject of the hearing the officer shall excuse their self from the hearing and the hearing will either continue with two Officers with the consent of the complainant or be promptly rescheduled. Per 24 C.F.R. § 966.55 MPHA will consult with the resident organization before appointment of each hearing officer or panel member. Comments or recommendations submitted by the tenant organizations shall be considered by MPHA before the appointment.
- 6) "Notice" as used in Lease Section 4.D. is defined in PART I #77.
- 7) "Tenant" shall mean the person(s) who reside(s) in the unit and is listed as Head(s) of Household in the MPHA lease or in a subsequent Lease Addendum.
- 8) "Resident Organization" includes a resident management corporation.

F. Informal Settlement Conference

- 1) The purpose of the informal conference is for the complainant and MPHA to:
 - a) attempt to resolve grievances without a formal hearing; and
 - b) evaluate the grievance and advise the complainant whether the grievance procedure applies.
- 2) Procedure
 - a) The complainant or the complainant's representative, either orally or in writing, shall present to MPHA Area Management Office within 10 working days after the date of first written Notice, initiation of the action or failure to act, the basis of the grievance. Notwithstanding any other provision in the Lease or SOP to the contrary, reminders, monthly rent statements, lease

termination letters or any other document referencing the first Notice, the initiation of the action or the failure to act (jointly event) does not create another opportunity to grieve the event. Although the grievance may be simply stated, it must specify:

- the reasons for the grievance;
- the action requested; and
- the name, unit address and telephone number (if available) of complainant.

Within 10 working days after MPHA's receipt of the complainant's grievance, MPHA will contact the complainant to arrange a date for an informal settlement conference.

- b) Because this is an informal settlement conference, the only persons permitted to be present at this conference are the complainant, complainant's representative or counsel, appropriate members of the complainant's family, and MPHA Management staff and counsel.
- c) a tenant may present documentary and hearsay evidence at the informal settlement conference.
- d) Within 10 working days after the settlement conference, MPHA will give or mail a summary of the proceedings to the complainant and put a copy in the complainant's tenant file. The summary will include:
 - names and titles of participants;
 - date of the conference;
 - reasons for the conference;
 - proposed disposition of the grievance; and
 - specific steps by which a complainant may request a formal hearing, if appropriate.

The complainant may submit to MPHA a written response to the settlement conference summary, which shall be included in the complainant's tenant file.

- e) If MPHA offers a formal hearing and the complainant disagrees with MPHA's settlement decision, the complainant shall follow the procedures below to request a formal hearing. If the complainant is satisfied with the decision, MPHA and the complainant will abide by the decision.
- f) If a Tenant signs a Settlement Agreement as a result of the Informal Settlement Hearing process for a Lease Termination and does not comply with the terms of the Settlement Agreement, MPHA will continue the Lease Termination process at the Formal Hearing Stage, unless the Settlement Agreement provides otherwise.

G. Formal Hearing

The purpose of the formal hearing is to allow the complainant an opportunity to request a review of the informal settlement conference decision. The complainant has a right to be represented by counsel or another person chosen as a representative. When the hearing involves an eviction or termination of tenancy, the complainant is entitled to the basic elements of due process as defined in Part XII, 2.E.3. The formal hearing will be heard before a Hearing Panel.

1) Procedures for Obtaining a Formal Hearing

- a) The complainant requested and attended an informal settlement conference as provided by this Part.
- b) The complainant submits a written request for a formal hearing to MPHA Area Management Office within 10 working days after MPHA gives or mails to the complainant a written notice of the opportunity to request a formal hearing or the informal settlement conference decision.
- c) The written formal hearing request must state:
 - the reason(s) for the grievance;
 - the action or relief sought;
 - the name, address and telephone number (if available) of the complainant; and
 - the name, address and telephone number of complainant's representative, if any.

2. Disputes Over Amount of Rent Due and Escrow Deposit:

- a) Before a hearing is scheduled involving the amount of Rent, the Tenant shall pay an escrow deposit to MPHA. The escrow deposit is the amount of Rent that MPHA states was due and payable in the month before the Tenant's act or failure to act occurred. The Tenant shall continue to pay that amount until the grievance is resolved.
- b) Thereafter, the complainant shall deposit the Rent into an escrow account each month when normally due until the grievance is resolved by decision of the Hearing Panel.
- c) These requirements for payment of Rent may be waived by MPHA in extenuating circumstances, and will be waived to appeal the denial of a Minimum Rent hardship or MTW hardship exemption.
- d) Unless so waived, failure to make the aforementioned payments shall result in termination of the grievance procedure.
- e) Failure to make such payments shall not constitute a waiver of any right the complainant may have to contest MPHA's disposition of the grievance in any appropriate judicial proceeding.

3) Scheduling the Hearing

- a) After the complainant complies with the above procedures, MPHA will mail or deliver written notice to the complainant or to the complainant's unit within 10 days from the receipt of the request for the hearing.
- b) The written notice will state the time, date, place and the Fair Hearing and Due Process, listed below, to the complainant and the Property Manager.

4) Failure to Request a Formal Hearing

If the complainant does not request a formal hearing within 10 working days after the informal settlement conference, she/he waives the right to a formal hearing. MPHA's informal settlement conference shall be final, unless the complainant timely seeks judicial review.

5) Selection of Hearing Panel

The Hearing Panel will be impartial persons appointed by MPHA. The Hearing Panel member shall not be a person or a subordinate of such a person who made or approved MPHA's action under review. If a Hearing Panel member knows or has information about the subject of the hearing he/she must excuse their self from the hearing and the hearing will either continue with two Officers or be promptly rescheduled.

6) Fair Hearing and Due Process: The elements of a fair hearing and due process include;

- a) The opportunity to examine before the grievance hearing any MPHA documents, including records and regulations that are relevant to the hearing. The tenant may to copy any such document at the tenant's expense. The right to be represented by counsel, or other person chosen by the tenant and to have such person make statements on the tenant's behalf. Any such counsel or representative will be at the tenant's expense.
- b) The right to a private hearing unless the complainant requests a public hearing.
- c) The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by MPHA or property management, and to confront and cross-examine all witnesses upon whose testimony or information MPHA relies.
- d) A decision based only on the facts presented at the hearing.

7) Procedures Governing the Hearing, see Hearing Rules, Appendix J.

- a) The Hearing Panel may render a decision without proceeding with the hearing if the Hearing Panel determines that the issue has been previously decided in another proceeding.
- b) If the complainant or MPHA fails to appear at a scheduled hearing, the Hearing Panel may postpone the hearing up to five business days or may decide that either party has waived the right to a hearing. Both the complainant and MPHA shall be notified of the Hearing Panel's determination. At the hearing, the complainant must first show an entitlement to the relief sought. Thereafter MPHA must sustain the burden of justifying MPHA's action or failure to act.
- c) The hearing shall be conducted informally by the Hearing Panel. Oral or documentary evidence relevant to the facts and issues raised by the complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Panel shall require MPHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the Hearing Panel's directions may result in exclusion from the

proceedings in a decision adverse to the interest of the disorderly party or the granting or denial of the relief sought.

- d) The complainant or MPHA may arrange, in advance and at the party's expense, for a transcript of the hearing.
 - e) MPHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include a qualified sign language interpreter, reader, accessible location or attendants.
 - f) If a Tenant makes a request for a reasonable accommodation at a hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
 - g) As provided by the applicable hearing rules either party may make an audio recording of the hearing at their own expense. A video recording is not permitted.
- 8) Decision of the Hearing Panel
- a) The Hearing Panel shall prepare a written decision, together with the reasons therefore, within 10 working days after the hearing. A copy of the decision shall be sent to the complainant and MPHA. MPHA shall retain a copy of the decision in the tenant file and in a master file.
 - b) The decision of the Hearing Panel shall be binding on MPHA which shall take actions, or refrain from actions, reasonable and necessary to carry out the decision unless MPHA's Board of Commissioners determines that:
 - (1) The grievance does not concern MPHA's action or failure to act in accordance with the complainant's lease or MPHA duties. Grievances must concern a threat to the complainant's rights, duties, welfare or status within the scope of these regulations.
 - (2) The decision of the Hearing Panel is contrary to applicable Federal, State or local law, HUD regulations ordinance or requirement of the annual contributions contract between HUD and MPHA
 - (3) A decision by the Hearing Panel or Board of Commissioners in favor of MPHA, or which denies the relief request by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant or MPHA may have to judicial review in any judicial proceedings.

The Board of Commissioners will review the matter within the next two Board meetings. MPHA will notify the Tenant of the date of the Board review and will send the Board decision to the Tenant within ten days.

H. Administrative Expense

MPHA shall provide the required space, secretarial services and funds for administrative expenses for the Hearing Panel. This may include reimbursement for the reasonable expenses of Hearing Officers.

I. Review and Amendment of Policies

The Grievance Procedure may be reviewed and changed by the Commissioners of MPHA after tenants and tenant organizations have had at least 30 days to review and provide written comments.

PART XIII

COMMUNITY SERVICE

1. GENERAL

In order to be qualified and eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities as previously described unless they are exempt from this requirement.

2. EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement:

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled as defined under 216(I)(1) or 1614 of the Social Security Act (42 U.S.C. 416(I)(1) and who certifies that because of this disability she or he is unable to comply with the community service requirements.
- C. Family members who are the primary care giver for someone who is blind or disabled as set forth in Paragraph B above.
- D. Family members engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is “engaged in work activities,” the person must be participating in an activity that meets one of the following definitions of “work activity” contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
 - 1. Unsubsidized employment;
 - 2. Subsidized private-sector employment;
 - 3. Subsidized public-sector employment;
 - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - 5. On-the-job-training;
 - 6. Job-search;
 - 7. Community service programs;
 - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 - 9. Job-skills training directly related to employment;

10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate.

- E. Family members who are exempt from work activity under part A Title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance, benefits or services under a State program funded under Part A Title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.
- G. Those that meet requirements under a State program funded under Part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

3. NOTIFICATION OF THE REQUIREMENT

The MPHA shall identify all adult family members who are apparently not exempt from the community service requirement.

The MPHA shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The MPHA shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after October 1, 2003. For families paying a Flat Rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

4. VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance Tenant self-sufficiency, and/or increase the self-responsibility of the Tenant within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

5. THE PROCESS

At the first annual reexamination on or after October 1, 2003, and each annual reexamination thereafter, the MPHA will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

6. NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The MPHA will notify any family found to be in noncompliance of the following:

- A. That the family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

7. OPPORTUNITY FOR CURE

The MPHA will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the Tenant shall at the same time stay current with that year's community service requirement. The first hours a Tenant earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the MPHA shall take action to terminate the lease.

8. PROHIBITION AGAINST REPLACEMENT OF AGENCY EMPLOYEES

In implementing the community service requirement, the MPHA may not substitute community service or self-sufficiency activities performed by Tenants for work ordinarily performed by its employees, or replace a job at any location where Tenants perform activities to satisfy the service requirement.

PART XIV

PARKING POLICY (HIGHRISE)

1. **GENERAL STATEMENT** – The Minneapolis Public Housing Authority is interested in providing a fair parking policy to all highrise Tenants. It is understood that no two highrises have exactly the same needs, Tenants, facilities, etc., and that MPHA is not obligated or able to provide parking for all Tenant and guests. However, MPHA has attempted to have a flexible and equitable policy that meets the needs of both the Tenants and the management staff. All parking lots must conform to Federal handicapped accessibility laws and statues as well as city ordinances. All parking lot decisions are subject to the final approval of the Property Manager. Tenants who want to park their car in the building parking lot must obtain a parking permit from the Property Manager and be in compliance with Section 6 listed below. MPHA will distribute only one parking permit per Tenant family. Commercial vehicles are not permitted to park in the parking lot unless it is a one ton or smaller automobile, owned by the Tenant, properly registered with Management and is the Tenant's principle vehicle.
2. **VOTING PROCESS** – Each resident council will vote on the type of parking the building will have. The voting process must have the following components:
 - A. Notices posted in prominent places within the building advertising that a vote on the parking lot choices will be taken that includes the date, time, and place of the vote. Notices will be posted ten days prior to the voting day.
 - B. Votes may be taken by secret ballot at a resident council meeting or by handing out ballot on a door-to-door basis, or by reporting to a designated place to cast an individual Tenant's vote.
3. **PARKING CLARIFICATIONS** – All handicapped parking will be assigned regardless of the vote of a particular building in order to comply with all Federal, State and local handicapped accessibility laws. Tenants will be allowed to vote on the following parking lot choices:
 - A. **Open Tenant Parking** – One parking permit will be issued to each Tenant household owning a motor vehicle in compliance with Section 6 listed below. Tenants who own a vehicle, have mobility impairments, need accessible parking, and have a Minnesota Handicapped Parking Permit are entitled to have a reserved parking space adjacent to the accessible entrance or in another area that will provide equal or greater accessibility to the property. If there is adequate space, Tenants may also vote on whether to allow a visitor parking area in the lot. All visitor parking must conform to the Visitor Parking Regulations and be in conformance with ADA requirements. If space does not permit, this will not be an option.
 - B. **Restricted Tenant Parking** – Resident councils may request, subject to MPHA Property Manager's approval, that if sufficient parking spaces are not available for all households owning vehicles, that parking permits be issued to only the number of households for which space is available. If Restricted Parking is approved, permits will be issued on the basis of the date of the request. Those with the earliest request date will receive their parking permits first after all eligible handicapped Tenants have been assigned in accordance with accessibility laws. Tenants who have mobility impairments, need accessible parking, and have a Minnesota Handicapped Parking Permit, are entitled to have a reserved accessible parking space adjacent to the accessible entrance or in another area that will provide equal or greater accessibility to that

property. If there is insufficient parking for all of the Tenants, those Tenants who are entitled to the accessible parking shall be given the first available parking space permits. The remainder of the parking space shall be issued on the basis of Tenant move-in date.

- C. **Assigned Parking** – Resident Councils may request, subject to MPHA Property Manager approval, that specific parking spaces at a building be assigned to individual Tenants. If assigned parking is approved, the Property Manager will be responsible for the assignment of parking places according to date the Tenant meets the criteria for an assigned spot in accordance with these regulations. Tenant's who have mobility impairments, need accessible parking and have a Minnesota Handicapped Parking Permit, shall be assigned a space located adjacent to the accessible entrance or another area that provides equal or greater accessibility to the property.

4. **VISITOR PARKING** - All Tenants are responsible for communicating the parking lot rules to their guests and service-providers. Parking for visitors must be in accordance with ADA, MN State Building Code, Chapter 1340. When parking spaces are provided for self-parking by visitors, then there must be spaces reserved for visitors who have handicapped parking permits. Each "standard" accessible parking space must be at least 8 feet wide and have an access aisle that is at least 5 feet wide. Each "van accessible" parking space must be at least 8 feet wide and have an access aisle that is at least 8 feet wide. Two handicapped parking spaces can share an access aisle. These spaces are to be located as close as possible to an accessible entrance. One in every eight accessible spaces, but not less than one, must be "van accessible." Following are the minimum number of required accessible spaces:

Total Parking in Lot	Required Minimum Number of Accessible Spaces	Required Minimum Number of Van Accessible Spaces
1 to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1

Each accessible parking space must have a sign with the white international wheelchair symbol on a blue background indicate a permit is required, and that there is a fine of up to \$200 for violators. Also, the van accessible spaces are to have an additional sign indicating the space is "van accessible." The 8-foot wide access aisle adjacent to the van accessible parking space should have a sign posted, "No Parking, Access Aisle."

Handicapped staff must also be accommodated under this policy. All staff is required to park in conformance with this policy.

5. **PASSENGER LOADING ZONES** – If passenger loading zones are provided, they shall have an access aisle that is at least 5 feet wide and 20 feet long, adjacent and parallel to the vehicle pull-up space, then a curb ramp shall be provided.
6. **REGISTRATION OF VEHICLES** – In order to be eligible to park in the highrise parking lot Tenants must meet the following requirements:

- A. Tenant must have a valid Minnesota driver's license and current insurance coverage. If Tenant's insurance lapses they must immediately return the parking permit to the Property Manager and are prohibited from parking in the lot.
- B. Tenants must own the vehicle being registered for parking and prove ownership by providing the manager with the vehicle registration and proof of insurance, in the Tenant's name. Tenants may **not** register a relative or friend's car.
- C. The car must have a valid Minnesota license plate and current license tabs in accordance with the State of Minnesota laws and local ordinances. Tenants registering a vehicle with out-of-state plates must be in compliance with the State of Minnesota vehicle registration provisions within the allotted state time line of sixty days.
- D. The car must be in operable condition and be able to run at all times. If a building parking lot is being monitored for compliance with this policy by a contracted monitoring service, random checks of the parking lot will be conducted and any vehicle not in compliance with this policy will be towed without warning.
- E. Tenants are responsible for advising the property manager if they sell or change vehicles.

7. **REMOVAL OF VEHICLES FROM HIGHRISE PARKING LOTS** – The MPHA may remove vehicles not in conformance with these standards, vehicles posing a threat or safety hazard, vehicles creating obstructions, and for other reasons deemed necessary by the Property Manager. The cost for such removal will be the responsibility of the vehicle owner. Vehicles will be removed according to the following:

- A. MPHA parking lots are monitored for parking violations. Vehicles parked in restricted lots without proper permission will be towed, without notice or warning, at the vehicles owner's or Tenant expense.
- B. Inoperable motor vehicles must be repaired or removed from the parking lots, or be subject to towing by the MPHA at the vehicle owner's expense. Managers should generally give Tenants a minimum of one working day and no more than five working days to remove the vehicle in question commensurate with D below.
- C. Upon posting in the building, Tenants are responsible for removing their vehicle for snowplowing or parking lot maintenance. Vehicles not removed may be tagged and charged per the Sales and Service Schedule or towed by the MPHA at the owner's expense.
- D. Warning notices should be used whenever possible prior to towing a vehicle out of an MPHA parking lot. The exception to this is when a vehicle presents a hazard such as leaking gas or is parked in a manner that blocks emergency routes, etc. Managers or Parking Committee members authorized to conduct towing should attempt to contact a vehicle owner by posting a vehicle with warning notices and Tenants should contact the manager immediately upon receiving the towing notice to make arrangements for the removal of the vehicle or to arrange to get the vehicle into immediate compliance with this policy.
- E. Managers must contact the MPHA's designated towing contractor after the designated time has lapsed on the towing notice and if the Tenant has not responded to the warning and made the necessary arrangements to handle the vehicle. Managers should indicate the color, make and

license plate number and the current location of the vehicle. Ask the dispatcher for the arrival time of the tow truck. Managers should make arrangements to meet the tow truck to sign the towing authorization form.

F. Individual Tenants do not have the right to tow other cars. Tenants who find another vehicle in their parking space must advise the Property Manager of the vehicle make, model and color as well as the license plate, date and time of the violation. Reports may also be made to Security Guards, if present, but reports should be made directly to the Property Manager as well.

G. Vehicles which do not display an appropriate parking permit, are parked in traffic lanes, or “No Parking” areas, or are parked in violation of the Parking Regulations, are to be referred for towing by the appropriate MPHA staff person or contracted monitoring company.

H. Tenants who intend to be away from their unit are still responsible for adhering to this policy. Tenants who will be away on vacation, in the hospital, etc. should authorize another person to look after their vehicle and be prepared to remove the vehicle in the event of snow-plowing, hazards, or parking lot repairs. Failure to designate a responsible person or failure of the designated person to look after a Tenant’s car does not exempt that vehicle from being towed at the owner’s expense.

I. At the manager’s discretion, the manager may call 651-296-6911 and make arrangements to go to St. Paul to the Department of Public Safety to have a name and address search done on a vehicle, if necessary. The Department of Public Safety does charge for this service and managers should avoid this step if at all possible. Due to Data Privacy restrictions, the Minneapolis Police Department is unable to give managers this information from patrol car computers.

8. **CAR REPAIRS** – The Tenant may be allowed, at Management’s discretion, to make limited repairs to the Tenant’s registered car. Such repairs will not involve the removal of fluids or the major mechanical parts, and must be in accordance with City codes and ordinances.

PARKING POLICY (FAMILY HOUSING)

CAR OWNERSHIP –

1. Tenants of the Glendale Townhome complex must meet the following requirements:
 - A. Tenants must own the vehicle being registered for parking and prove ownership by providing the manager with the vehicle registration in the Tenant’s name. Tenants may **not** register a relative or friend’s car. The Tenant **must** own the car and have the title in their name, have a current Minnesota driver’s license and current insurance coverage, in order to be eligible for parking privileges. Each household may have a maximum of 2 vehicles. There must be a licensed driver, who is a household member, for each vehicle.
 - B. The car must have a valid license plate and current license tabs in accordance with Minnesota State and local ordinances.
 - C. The car must be in operable condition and be able to run at all times.
2. Tenants of Scattered Site must meet the following requirements:

- A. Tenants must own the vehicle and have the title in their names, have a current Minnesota driver's license and current insurance coverage.
- B. The car must have a valid license plate and current license tabs in accordance with Minnesota State and local ordinances.
- C. The car must be in operable condition and be able to run at all times.
3. **PARKING AREAS** – Cars may be parked only in the designated spots for a Tenant's particular unit. Cars and other vehicles may not be parked on the lawn.
4. **CAR REPAIRS** – Tenants may not make repairs to their vehicles including changing oil or replacing mechanical parts.
5. **TOWING** – The MPHA reserves the right to tow all vehicles without notice if they present a hazard or otherwise jeopardize the safety of others. In the event that a Tenant's vehicle does not meet the requirements of this procedure MPHA will tow the Tenant's vehicle at the owner's expense.

PART XV

POST ORDERS

1. SIGN IN PROCEDURES WHEN A STATIONARY GUARD IS ON DUTY
 - A. Each guest who is 18 years old or older shall show a valid picture ID or other official identification card. Acceptable forms of ID include: Current and valid state issued drivers license, state issued ID, or a passport; if the person doesn't have a state issued ID another form of picture ID plus a birth certificate or other valid verification of date of birth will be accepted. Health care attendants or other people entering the building in a work capacity must show their work ID. If they do not have a valid work ID they must follow the procedure for guests entering the building.
 - B. A Tenant may not vouch for a guest who is 18 years old or older.
 - C. Check Trespass List. If the guest is on the Trespass List, ask the guest to leave and write up an incident report. A Tenant who has an "order of protection" or a "no contact order" must provide MPHA with a copy of the order to have the person trespassed from an MPHA property.
 - D. Each guest shall state the name of the Tenant whom the guest wants to visit and the Tenant's apartment number. The Tenant must be listed on the Tenant roster. (Note new Tenants may move in everyday).
 - E. Guard shall legibly print the name of each guest and the Tenant whom the guest is visiting and the Tenant's apartment number on the sign-in log.
 - F. A guest who is under 18 years old must be with an adult.
 - G. A guest who is under 18 years old and who is not with an adult shall not be let in the building until an adult Tenant meets the minor at the entry and takes the minor to the unit. If no

adult meets the minor, ask the minor to return to the entry to again call the Tenant. If no adult Tenant meets the minor, call dispatch and write up an incident report.

- H. If any person does not follow these rules, the guard shall call dispatch and write up an incident report. The guard shall not confront the person.
- I. Put a copy of the incident report under the door to the management office at the end of your shift.

2. USE OF PHONE ENTRY SYSTEM

- A. The buzz in by the phone entry system will be shut off at (the time determined by MPHA and the building resident council) (but no later than 11:00 p.m.) and there will be no ability to buzz in a guest.
- B. The buzz in by the phone entry system will be turned on at a time determined by MPHA.
- C. When the buzz in by the phone system is shut off, the guest may use the phone entry system to call a Tenant and the Tenant shall go to the lobby to let in the guest.

3. ROVING GUARD ON PATROL

The guard shall patrol each building as designated by MPHA management.

4. RESPONSE TO INCIDENTS

- A. The guard shall not confront any person to take any action that may result in injury or bodily harm to the guard or any other person.
- B. For SERIOUS incidents that are life threatening or involve bodily harm, the threat of bodily harm or major property damage, the guard shall call 911 and dispatch.
- C. The guard shall also write up an incident report.
- D. For all other incidents, the guard shall call dispatch (but not 911) and write up an incident report.
- E. A guard may ask a non-Tenant to return a key tag to the guard, if MPHA did not okay the use of the key tag. (Management should give to the guard, a list of persons other than Tenants who are authorized to use the key tag. If the person is not a Tenant and is not on the authorized list, the guard may take the key tag.)
- F. If a guard has a question on any matter, the guard should call dispatch or the property manager.

RULES OF CONDUCT

- 1. Do not bring TV's, radios, boom boxes, handcuffs, mace, guns knives, weapons or anything similar on MPHA property during your shift.
- 2. Always wear your nametag on your chest.
- 3. Keep your post or area clean. Clean it every day.
- 4. Do not accept food, gifts or presents from Tenants.
- 5. No personal phone calls while on duty.

6. No socializing with Tenants, guests or others while on duty or on break.
 7. Do not enter a Tenant's apartment while on duty or on break.
 8. Keep sign-in logs, incident reports, rosters, Trespass List or other MPHA documents confidential. If you have questions talk to MPHA management or dispatch.
 9. Treat Tenants and guests with respect and courtesy.
 10. Do not confront any person or take any action that may result in injury or bodily harm to the guard or any other person.
 11. If you confiscate a key tag from a non-Tenant, immediately notify your supervisor who will report it to MPHA management. Return the key tag to MPHA management as soon as possible or the next business day.
 12. At the end of your shift, please put away all of your equipment.
 13. Keep entrance doors shut. Do not allow the doors to be propped open.
 14. Return lost or stolen goods to MPHA management as soon as possible or on the next business day.
-

PART XVI

NO SMOKING

In 1994 MPHA banned smoking in all MPHA offices and the common areas of the residential buildings. Aside from the health related risks, smoking results in increased cleaning and maintenance costs. Smoking includes but is not limited to the use of cigarettes, cigars, pipe, tobacco, e-cigarettes or incense products.

- 1) Smoking is prohibited in the indoor, common areas of all buildings and within 25 feet of any building entrance. The common areas include: all shared areas, entryway, hallway, stairwell, balcony, lobby, community room, laundry room, and other shared areas not listed. Tenants found smoking in a prohibited area will be assessed a fee (see Appendix C).
- 2) At Smoke Free Buildings smoking is prohibited on the entire property, this includes all indoor and outdoor areas including but not limited to all apartments, all shared areas, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms, building grounds and the parking lot. The following properties are smoke free:
 - 350 Van White Memorial Boulevard
 - 901 4th Ave No
 - 1015 4th Ave No
 - 710 2nd St NE
 - 616 Washington St NE
- 3) At Non-Smoking Buildings, smoking is prohibited in all indoor areas which include but are not limited to apartments, shared areas, entryways, hallways, stairwells, balconies, lobbies, community rooms, laundry rooms; and all outdoor areas except where there is a designated smoking area. The following properties are Non-Smoking Buildings:

350 Van White Mem Blvd
 2415 N #rd St
 600 18th Ave No
 1815 Central Ave NE
 1900 3rd St NE
 1707 3rd Ave So
 1212 So 9th St
 620 Cedar Ave So
 3205 E 37th St
 115 W 31st St
 1415 E 22nd St

314 Hennepin Ave
 1314 44th Ave No
 1710 Plymouth Ave No
 1717 Washington St NE
 2533 1st Ave Sp
 2419/2433 5th Ave So
 1225 S 8th St
 1627 So 6th St
 3755 Snelling Ave So
 3110 Blaisdell Ave So
 2728 E Franklin Ave

800 5th Ave No
 3116 Oliver Ave No
 315 Lowry Ave No
 1206 2nd St NE
 1920 4th Ave So
 1515 Park Ave So
 630 Cedar Ave So
 1611 S 6th St
 2121 Minnehaha Ave
 3121 Pillsbury Ave So

4) All tenants in Non Smoking Buildings shall sign a lease addendum to comply with the smoking prohibitions of a Non Smoking Building and agree to smoke only in the outdoor designated area.

PART XVII

PET POLICY

HIGHRISE APARTMENTS

1. PERMITTED PETS

Only one cat or one dog weighing no more than 25 pounds; or two caged birds; or an aquarium of thirty gallons or less for fish only; or two caged gerbils or hamsters will be allowed in a highrise unit. Tenants must be lease compliant to have a pet. MPHA may terminate the lease of Tenants who violate this policy.

2. PROHIBITED PETS

Only domesticated pets will be allowed. Pets of a vicious or aggressive disposition will not be permitted. Doberman Pinchers, Pit Bulls, Rottweilers, Chow, boxer breeds and German Shepherds, including mixed breeds of those mentioned, as well as live stock (including chickens and roosters), goats, reptiles, rodents, ferrets, birds of prey, pigeons, doves, Mynah birds, psittacine birds, other species that are host to the organisms causing psittacosis in humans and poisonous fish are prohibited. Animals considered dangerous under Minneapolis City code section 64.110 are not permitted. Dangerous and potentially dangerous dogs under Minnesota Statute 347.5 subd. 2 and 3 are prohibited.

No "guest" pets are allowed on any MPHA property.

3. SERVICE ANIMALS

Animals that are used to assist persons with disabilities are called service animals and are not considered "pets". The Tenant must certify in writing that the Tenant or a member of his/her household is a person with a disability, that the animal has been trained to assist persons with that specific disability and that the animal actually assists the person with a disability. Service animals must be registered with MPHA and follow sections 4, 5, 6, 7, 8, 9, 10 and 11; however, the Tenant will not be charged a pet deposit.

4. PET REGISTRATION

All dogs and cats must be registered with MPHA before they can be permitted in a highrise. Registration requires proof the animal has been:

- A. Vaccinated by a licensed Veterinarian for rabies, parvovirus, distemper, heartworm and other vaccines appropriate for the species
- B. Spayed (female animals) or neutered (male animals).
- C. Copy of city license
- D. Completed pet policy form

Registration also requires that pet owners identify no less than one local emergency contact who will care for the pet in the event the owner is unable to do so. Updated emergency contacts and proof of licensing/inoculations must be provided to MPHA annually at the time of Tenant re-exams and re-certification.

The pet deposit amount: \$75.00 except for units with carpet where the pet deposit is \$150.00.

Pet deposits will be held by MPHA until the Tenant moves out or no longer owns or keeps a pet in the highrise. The pet deposit will be fully refunded, with interest, provided that no pet damage has been done to the premises. Amounts necessary to repair any such damage will be deducted from the pet deposit.

A new Tenant who owns a dog or cat will make this known at the time of application and will complete the pet's registration before the dwelling lease is signed.

5. PET INOCULATION AND IDENTIFICATION

Dogs must be re-inoculated against rabies according to Veterinarians recommendations or city codes. Animals must wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address, and telephone number. Tenant must give a copy of inoculation record to management.

6. PET-RELATED LIABILITY INSURANCE

A pet owner may be liable for any injury or damage his/her pet causes to the person or property of another Tenant, a highrise visitor, or an agency or employee of MPHA. Therefore, it is strongly recommended that Tenants who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

7. PET CONTROL REQUIREMENTS

Out of concern and respect for Tenants who are allergic to animals or suffer from respiratory illnesses, no pets will be allowed in the community spaces, including lobbies, sitting rooms, game rooms, rest rooms, laundry rooms, and offices of all highrises. However, pets may be in the community spaces on a leash if your unit is being sprayed for pest control.) Escorted dogs and cats are permitted in hallways, elevators, and entryways only for the purpose of passing through. The foregoing does not apply to animals trained and certified to assist the handicapped or disabled. In buildings with balconies, balcony areas are off-limits to all pets.

Outside their apartments, pet owners must at all times keep dogs and cats on a leash no longer than eight (8) feet. The pet must be under control at all times. The owner must walk the animal well

away from the building entrances and must promptly and properly dispose of any fecal matter as required by City Ordinance.

Pet owners shall not permit any disturbances by their animals, which interfere with the peace of the other Tenants, MPHA employees, neighbors or others. Pets will be physically controlled or confined during the times when MPHA employees must enter the apartment to conduct business or make repairs. No pet will be taken into the apartment of another Tenant without the explicit approval of that Tenant.

Each pet owner must take adequate precautions to prevent or eliminate any pet odors within or around the owner's apartment. Any damages caused to MPHA property by a pet will be charged to the owner; this includes, but is not limited to, odors and scratch marks.

8. UNATTENDED OR IMPROPERLY CARED FOR PETS

If any pet is left unattended and it is determined by MPHA that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to others, MPHA may, at its sole discretion, enter the pet owner's apartment, and remove the pet and deliver it or cause it to be delivered to the proper authorities. MPHA accepts no responsibility for the pet under such circumstances. The Tenant shall be responsible for all costs and fees related to the pet's removal.

If it is determined by MPHA that a pet owner is no longer capable of properly caring for a pet, MPHA may, at its sole discretion, require that the pet be removed from the owner's immediate possession and control.

9. PET BATHING AND LAUNDRY RESTRICTIONS

Bathing of pets will not be permitted in highrise laundry rooms or tub/shower rooms.

10. CITY ORDINANCE

Pet owners must observe all State laws and Minneapolis City Ordinances related to pets.

11. PET POLICY VIOLATIONS

If a pet causes harm to any person or property, the pet's owner will be required to permanently remove the pet from the highrise within twenty-four (24) hours of written notice from MPHA and provide verifiable proof of where the animal resides. Said pet owner may also be subject to termination of his or her dwelling lease.

Complaints arising out of alleged violations of the policy are to be reported to the site manager.

SCATTERED SITE HOMES

1. PERMITTED PETS

One cat or one dog weighing no more than 25 pounds; or two caged birds; an aquarium of thirty gallons or less for fish only; or two caged gerbils or hamsters. Tenant must be lease compliant to have a pet. MPHA may terminate the lease of Tenants who violate this policy.

2. PROHIBITED PETS

Only domesticated pets will be allowed. Pets of a vicious or aggressive disposition will not be permitted. Doberman Pinchers, Pit Bulls, Rottweilers, Chow, boxer breeds and German Shepherds, including mixed breeds of those mentioned as well as live stock (including chickens and roosters), goats, reptiles, rodents, ferrets, birds of prey, pigeons, doves, Mynah birds, psittacine birds, other

species that are host to the organisms causing pitted skin in humans and poisonous fish are prohibited. Animals considered dangerous under Minneapolis City code section 64.110 are not permitted. Dangerous and potentially dangerous dogs under Minnesota Statute 347.5 subds. 2 and 3 are prohibited.

No cats or dogs will be allowed at Glendale Townhomes.

No "guest" pets are allowed on any MPHA property.

3. SERVICE ANIMALS

Animals that are used to assist persons with disabilities are called service animals and are not considered "pets". The Tenant must certify in writing that the Tenant or a member of his/her household is a person with a disability, that the animal has been trained to assist persons with that specific disability and that the animal actually assists the person with a disability. Service animals must be registered with MPHA and follow sections 4, 5, 6, 7, 8, 9 and 10; however, the Tenant will not be charged a pet deposit.

4. PET REGISTRATION

All dogs and cats must be registered with MPHA before they can be permitted in a scattered site unit. Registration requires proof the animal has been:

- A. Vaccinated by a licensed veterinarian for rabies, parvovirus, distemper, heartworm and other vaccines appropriate for the species
- B. Spayed (female animals) or neutered (male animals).
- C. Copy of city license
- D. Completed pet policy form

Registration also requires that pet owners identify no less than one local emergency contact who will care for the pet in the event the owner is unable to do so. Updated emergency contacts and proof of licensing/inoculations must be provided to MPHA annually at the time of Tenant re-exams and re-certification.

The pet deposit amount \$75.00 except for units with carpet where the pet deposit is \$150.00.

Pet deposits will be held by MPHA until the Tenant moves out or no longer owns or keeps a pet. The pet deposit will be fully refunded, with interest, provided that no pet damage has been done to the premises. Amounts necessary to repair any such damage will be deducted from the pet deposit.

A new Tenant who owns a dog or cat will make this known at the time of application and will complete the pet's registration before the dwelling lease is signed.

5. PET INOCULATION AND IDENTIFICATION

Dogs must be re-inoculated against rabies every twenty-four (24) months and cats every (12) months. Animals must wear at all times a valid rabies inoculation tag and an identification tag bearing the owner's name, address, and telephone number. Tenant must give a copy of inoculation record to management.

6. PET-RELATED LIABILITY INSURANCE

A pet owner may be liable for any injury or damage his or her pet causes to the person or property of another Tenant, a neighbor or visitor, or an agent or employee of MPHA. Therefore, it is strongly

recommended that Tenants who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

7. PET CONTROL REQUIREMENTS

Outside their units, pet owners must at all times keep dogs and cats on a leash no longer than eight (8) feet. The pet must be under control at all times. The owner must promptly and properly dispose of any fecal matter as required by Minneapolis City Ordinance.

Pet owners will not permit any disturbances by their animals, which interfere with the peace of the neighbors, MPHA employees or others. Pets will be physically controlled or confined during the times when MPHA employees must enter the unit to conduct business or make repairs.

Each pet owner must take adequate precautions to prevent or eliminate any pet odors within or around the owner's unit. Any damages caused to MPHA property by a pet will be charged to the owner; this includes, but is not limited to, odors and scratch marks.

8. UNATTENDED OR IMPROPERLY CARED FOR PETS

If any pet is left unattended and it is determined by MPHA that the pet is in distress or is suffering from lack of care, or if the pet is causing a disturbance to others, MPHA may, at its sole discretion, enter the pet owner's unit, and remove the pet and deliver it or cause it to be delivered to the proper authorities. MPHA accepts no responsibility for the pet under such circumstances.

If it is determined by MPHA that a pet owner is no longer capable of properly caring for a pet, MPHA may, at its sole discretion, require that the pet be removed from the owner's immediate possession and control.

9. CITY ORDINANCE

Pet owners must comply with all Minneapolis City Ordinances related to pets.

10. PET POLICY VIOLATIONS

If a pet causes harm to any person, the pet's owner will be required to permanently remove the pet from the unit within twenty-four (24) hours of written notice from MPHA and provide verifiable proof of where the animal resides. Said pet owner may also be subject to termination of his or her dwelling lease.

PART XVIII

RENT COLLECTION POLICY

1. RENT

- A. Rent is due and payable in full on or before the first of each month. Tenant shall mail a check or money order using the return envelope provided with the bottom portion of the statement. Tenant should not mail cash.
- B. Retroactive Rent is Rent and is due and collectable 30 days after MPHA gives written notice to the Tenant of the amount of Retroactive Rent that is owed, unless the Tenant and MPHA sign a lease addendum in the form of a Formal Repayment Agreement.
- C. If the Tenant does not pay the Rent by about the middle of the month; MPHA will mail a notice of lease termination to the Tenant. Tenant shall pay all Rent that is owed. Also, Tenant must pay ALL Rent owed by cashier's check or money order at MPHA's Rent Collections Department. MPHA's acceptance of a partial payment of Rent, is not a waiver of MPHA's right to terminate the lease for cause or non-payment of Rent.

2. COURT EVICTION ACTIONS

- A. If the Tenant does not pay the Rent by the date stated on the lease termination notice; MPHA will file an Eviction Action in court for the Rent owed at the time of the filing. The court will hold an Eviction Action hearing and may issue a Writ of Recovery to recover the premises within 24 hours of the court's decision.
- B. After MPHA files an Eviction Action, the Tenant must pay all Rent that is owing, the court filing fee and the fee for serving the Eviction Action, and other awarded fees or costs. The failure to timely pay court ordered fees or costs is grounds to evict.
- C. In an Eviction Action MPHA in its sole discretion may permit a tenant who is otherwise lease compliant, to sign a court approved settlement agreement to pay all Rent that is due and owing and all court, filing and service fees or other awarded fees and costs (fees). For purpose of this Part lease non-compliance may be shown by a written warning of a lease violation from MPHA within the last 180 days or a pending or unresolved lease termination notice for cause.
- D. Tenants who are not otherwise lease compliant or who had two prior eviction actions for non-payment of Rent in the last 24 months must pay all rent and fees within eight calendar days of the court hearing.
- E. MPHA may terminate the Lease for cause when a Tenant has had two valid Eviction Actions for non-payment of Rent within four consecutive months or of three valid Eviction Actions for non-payment of Rent in 12 consecutive months. In these Lease terminations, the Tenant may not cure the lease termination or the resulting eviction by paying the Rent or fees. However, if the Tenant is evicted, Tenant will owe the Rent and fees to MPHA.

- F. After MPHA obtains a Writ of Recovery, the Tenant may cure the Eviction Action by obtaining a court order to quash the Writ as permitted by law and regulation. MPHA may permit a Tenant who is otherwise lease compliant, to cure the Eviction Action by paying all Rent and court filing, service and sheriff fees and other court awarded fees and costs that are owing. Even if the court issues an order quashing the Writ, the Tenant is obligated to pay the amount owed, unless the court orders otherwise.

3. LEASE ADDENDUM AND REPAYMENT AGREEMENTS FOR RETROACTIVE RENT

- A. MPHA will mail or deliver a Retroactive Rent Lease Addendum to the Tenant or the Tenant's unit.
- B. If a Tenant disputes the amount of Retroactive (Retro) Rent, MPHA will offer an Informal Settlement Conferences. Before MPHA will schedule a Formal Hearing, MPHA may require the Tenant to escrow or pay the amount of Rent not in dispute as of the first of the preceding month. The Rent may include Monthly or Retroactive Rent that was due in the preceding month. See 24 C.F.R § 966.55 (e)(1).
- C. Retro Rent Repayment Agreement
- 1) MPHA will include all Retro Rent due and owing in determining the threshold of \$5000
 - 2) MPHA will not offer a repayment agreement if the amount of Retro Rent is \$5000 or more and is due in part or in total to Tenant's conduct. If the Retro Rent is not timely paid, MPHA will terminate the lease for non-payment of Rent.
 - 3) If the amount of Retro Rent is \$5000 or more and is due in part or in total to Tenant's conduct, MPHA will terminate the lease for cause regardless of whether the Retro Rent is paid. Cause may include but is not limited to when The Tenant: i) did not report or under reported the income; ii) provided incomplete or inaccurate information or misrepresented any information on an income-reporting document; or iii) did not inform MPHA in writing that the amount of income on the lease addendum was incorrect.
 - 4) If a Tenant owes less than \$5000 in Retro Rent or owes any amount through no fault of the Tenant, MPHA may offer a Retro Rent repayment agreement to the Tenant. If the Tenant does not sign a Formal Repayment Agreement within 30 days after the Retro Rent is due, MPHA will terminate the lease for non-payment of Rent.
 - 5) The repayment agreement may not exceed 24 months without the approval of the Managing Director of Low Income Public Housing
 - 6) The Formal Repayment Agreement shall state:
 - a) reference the section(s) in the lease which were violated and that the Tenant may be subject to a termination of tenancy;
 - b) that the Retro Rent is in addition to the Monthly Rent;
 - c) that the terms of the agreement may be renegotiated if there has been a 25% decrease or increase in the Tenant Family's income;
 - d) that a late or missed payment is a default of the agreement and may result in termination of tenancy;

- e) that all payments shall be rounded to the nearest dollar. The last payment should be the remaining balance on the agreement; and
- f) that if applicable Minimum Rent Tenants shall pay the greater of \$25 per month or 10% of the Total Tenant Payment that the Tenant should have paid at the time the income was earned.

4. REVENUE RECAPTURE NOTICE AND HEARING

- A. Under the Revenue Recapture Act (Minnesota Chapter 270A or as amended) MPHA may collect a debt owed by a Tenant or former Tenant (jointly Tenant) and set off against the Tenant's state income tax refund or property tax credit or refund or lottery prizes under Minn. Stat. §349A.08 or as otherwise provided by law. This section is intended to comply with the notice and hearing requirements of the Revenue Recapture Act.
- B. NOTICE TO TENANT
 - 1. Within five days after MPHA has notified the Commissioner of the Minnesota Department of Revenue under Minn. Stat. §270A.07 subd. 1 MPHA will mail a notice to the Tenant stating that MPHA has right to offset a debt owed by the Tenant from the Commissioner.
 - 2. If the letter is returned to MPHA as undeliverable or if MPHA believes the Tenant did not receive the notice or that it does not have a current address, MPHA will obtain the last known address from the Commissioner and resend the notice if MPHA continues to pursue the claim.
 - 3. The notice will state the basis for MPHA's claim, the dates the debt was incurred and that MPHA intends to request a set off of the refund against the debt.
 - 4. The notice will state that: 1) the debt can be set off against the refund unless the time period allowed by law for the collecting the debt has expired; 2) the Tenant may be exempt from the Revenue Recapture Program, if the Tenant was receiving food support, transitional child care or transitional medical assistance at the time of recapture; and 3) the Tenant has the opportunity to request hearing to contest the validity of the claim and whether proper notice was given.
 - 5. The notice will state that MPHA must receive a written request for the hearing within 45 days of the mailing date of the original notice or resent notice.
 - 6. The 45 days does not run until the Tenant has received the notice. The Tenant has the burden to showing no notice.
- C. SCHEDULING OF THE HEARING

If Tenant timely requests a hearing, MPHA will mail within 10 days from receipt of the request a letter stating the time, date, place and include the Fair Hearing and Due Process information listed below.

D. SELECTION OF HEARING PANEL

The Hearing Panel will be three persons appointed by MPHA. A Panel member shall be impartial and shall not be a person or subordinate of the person who was the Tenant's Asset Operations Manager. If a Panel member knows of or has information about the Tenant the member must excuse their self. The hearing will continue with two officers or rescheduled at Tenant's request.

E. FAIR HEARING AND DUE PROCESS (See Hearing Rules Appendix J)

- a. At least two working days prior to the day of the hearing, the Tenant may request the opportunity to review any MPHA documents, records or regulations that are relevant to the hearing. The review may not occur on the day of the hearing. The Tenant may request a copy of any such document at the Tenant's expense.
- b. The Tenant may at their expense select an attorney or other person to be their representative at the hearing who may make statements, present evidence and question witnesses at the hearing.
- c. The hearing shall be private.
- d. The Tenant may present relevant evidence or witnesses to support their position and to controvert MPHA's evidence, and may cross-examine MPHA's witnesses.

F. HEARING PROCEDURES

- a. If the Tenant fails to appear at a scheduled hearing, the Panel may postpone the hearing the hearing or may decide that the Tenant has waived the right to attend the hearing. If the Panel determines that the Tenant has waived the right to a hearing, the Panel will issue a decision based upon the evidence presented by MPHA.
- b. The Tenant has the burden to show that the Tenant was receiving food support, transitional child care or transitional medical assistance at the time of recapture.
- c. MPHA has the burden to show that the Tenant owes the debt and has not paid the debt.
- d. The hearing shall be informal, the rules of evidence do not apply, however oral and documentary evidence shall be relevant. The Panel is in charge of the hearing and shall require all participants to conduct themselves in an orderly fashion. The Panel may exclude any person, including the Tenant, who is disorderly.
- e. Either party may make a record of the hearing at their own expense.

G. HEARING PANEL'S DECISION

- a. The Panel shall prepare a written decision stating the reasons for the decision shall be based solely upon the evidence presented at the hearing.
- b. MPHA in writing will notify the Tenant and MPHA's representative of the Panel's decision within 10 working days.
- c. The Panel's decision will be binding on MPHA unless MPHA's Board of Commissioners determines that the decision is contrary to federal, state, or local law or ordinance, HUD regulation or the Annual Contributions Contract between HUD and MPHA.

- d. The Board of Commissioners will review the matter within the next two Board Meetings. MPHA will notify the Tenant of the date of the Board review and will send the Board decision to the Tenant within ten days.
- e. The Panel's decision is binding on the Tenant who may not request another hearing to contest the validity of the debt.
- f. The Tenant may seek judicial review as provided by law.

H. ADMINISTRATIVE EXPENSE

MPHA shall provide the space and administrative services and funds for the Panel.

I. REASONABLE ACCOMMODATION AND VAWA REQUESTS

- a. If the Tenant makes a reasonable accommodation or VAWA request at the hearing, the MPHA may reschedule the hearing to give MPHA an opportunity to respond to a request that is related to the reason for the hearing.
- b. MPHA will notify the Tenant of the decision regarding the reasonable accommodation or VAWA request.
- c. If the Tenant does not like MPHA's decision, the Tenant may request review of the denial. The Tenant must request a hearing in writing within 10 working days from the time MPHA gives or mails the decision to the Tenant. The Panel will review the denial of the request and validity of the debt.
- d. The Tenant may not make a reasonable accommodation or VAWA request after the hearing has ended.

PART XIX

DEATH OF A TENANT VACATE

1. MPHA will attempt to contact the person(s) listed on the emergency contact form. Tenants complete this form at the initial lease signing and during the recertification process. MPHA will give unit keys only to the contact person(s) listed on the form.
2. Contact person must sign and comply with vacate notice.
3. The vacate notice will state when and who will remove the personal items from the unit.
4. If the contact person does not vacate the unit and return the keys by the date agreed upon in the vacate notice, MPHA will take possession, change the locks and dispose of personal items left in the unit.
5. If after reasonable effort to contact the contact person, or if the contact person does not want to vacate the unit or if there is no contact person, MPHA will dispose of the personal items left in the unit in compliance with Minnesota Statutes.

PART XX

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

A. PURPOSE

The purpose of this Plan is to assist Minneapolis Public Housing Authority (MPHA) staff in providing meaningful access to MPHA's programs and activities by persons with Limited English Proficiency (LEP). MPHA is committed to complying with federal requirements in providing free meaningful access for its LEP clients. No LEP client will be denied access to an MPHA program because the client does not speak English or communicates in English on a limited basis.

B. DEFINITION OF TERMS

1. Client – A client is a person who:

- a) is an applicant for public housing, Section 8, homeownership and other MPHA programs;
- b) is a recipient of public housing, Section 8, home ownership and other MPHA programs; or
- c) may be eligible for MPHA's programs but is underserved and may benefit from an outreach program.

2. Effective Communication – Effective communication occurs when MPHA staff has taken reasonable steps to provide meaningful access to an LEP client. Effective communication also means that the LEP client is able to provide and receive required or necessary information.

3. Interpretation – Interpretation means the oral or spoken transfer of a message from one language into another language.

4. Language Assistance– Language assistance includes interpretation and translation. MPHA has the sole discretion to determine whether to provide the language assistance in the form of interpretation or translation.

5. Limited English Proficiency (LEP) – A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be limited English proficient (LEP) and may be entitled to language assistance with respect to a particular program, benefit or right. The focus is on the client's lack of English proficiency. A client who proficiently speaks English may not be a LEP client.

6. Meaningful Access – Meaningful Access is free language assistance in compliance with federal requirements. MPHA's goal is to provide meaningful access to MPHA's programs and services by LEP persons in a manner that balances the following four factors:

- a. The number of or proportion of LEP persons eligible to be served or likely to be encountered by MPHA.
- b. The frequency with which MPHA comes into contact with a particular language. MPHA's daily contact with a particular language may require more language service, than sporadic contact.

- c. The nature and importance of the program, activity or service to the person's life. A compulsory activity is evidence of importance. For example, voluntary attendance at a resident meeting does not have the same importance as the application and termination process for public housing and Section 8 participation.
- d. MPHA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. MPHA determines the budget for language assistance.

7. Translation – Translation means the written transfer of a message from one language into another language. In any conflict between an English document and a translated document, the English version will control.

8. Vital Document – A vital document is one that is critical for ensuring that a LEP person has Meaningful Access.

C. OFFER OF FREE LANGUAGE ASSISTANCE

MPHA staff will offer the opportunity for meaningful access to LEP clients who have difficulty communicating in English. If a client asks for language assistance and MPHA determines that the client is LEP and that language assistance is necessary to provide meaningful access, MPHA will make reasonable efforts to provide free language assistance. If reasonably possible MPHA will provide the language assistance in the LEP client's preferred language.

D. LANGUAGE ASSISTANCE

1. Mix of Language Assistance

MPHA has substantial flexibility in determining the type of language assistance necessary to provide meaningful access. Meaningful access should be at a time and place that avoids the effective denial of the program or an undue burden or delay in the rights, benefits or services to the LEP person.

2. Translation of Documents

- a. Where 5% of MPHA's public housing Tenants or Section 8 recipients or applicants to these programs are LEP persons and speak a specific language, MPHA will translate the public housing lease and selected mass mailings and documents of vital importance in that language.
- b. MPHA will translate vital documents. MPHA will determine whether to translate a document on a case by case basis considering the totality of circumstances and the four factors listed under Section B. 6. Meaningful Access.
- c. MPHA may also consider the likely lifespan of the document. Based upon this analysis, MPHA has determined that it is not cost effective to translate a one of a kind document such as a letter denying admission to a program, notice of lease termination, a court eviction action and a Section 8 notice of termination of rental assistance program participation and a letter of non-disclosure.
- d. Persons who may approve the translation of a document include: Executive Director; Deputy Executive Director; Managing Director of Low Income Public Housing; Managing Director of the Section 8/Housing Choice Voucher Program and General Counsel.

3. Formal Interpreters

- a. Formal interpreters include MPHA bilingual staff and contract vendors.
- b. Formal interpreters shall be used at the: 1) formal hearing for denial of admission to public housing; and 2) informal settlement conferences and formal hearing for termination of public housing;
- c. A MPHA Staff interpreter may not be a subordinate to the person making the decision.

4. Informal Interpreters

- a. Informal interpreters may include the family members, friends, legal guardians, service representatives or advocates of the LEP client. Informal interpreters may be appropriate depending upon the circumstances and subject matter. However in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.
- b. An LEP person may use an informal interpreter of their own choosing and expense in place of or as a supplement to the free language assistance offered by MPHA. If possible, MPHA should accommodate a LEP client's request to have an informal interpreter. In these cases the client and interpreter should sign a Waiver of Free Interpreter Services.
- c. MPHA may risk noncompliance if it requires, suggests, or encourages a LEP client to use an informal interpreter.
- d. If a LEP client prefers an informal interpreter, after MPHA has offered free interpreter services, the informal interpreter may interpret.
- e. If a LEP client wants an informal interpreter, MPHA may also have a formal interpreter present.

5. Outside Resources

- a. Outside Resources may include community volunteers, Minneapolis Highrise Representative Council, City Liaison, and MPHA Tenants or Section 8 participants.
- b. Outside Resources may be used for interpretive services at public or informal meetings or events.

6. Emergency Situations

Any interpreter may be used in an emergency situation. MPHA should first respond to the emergency and follow-up with language assistance as appropriate.

7. Document Use of Interpreter

MPHA staff will document in the LEP client's file or record when an interpreter is used during the application and termination process to a MPHA program or during a public housing grievance procedure.

8. Vital Document

A vital document is one that is critical for ensuring that a LEP person has Meaningful Access.

E. GUIDELINES FOR USING AN INTERPRETER

- 1. State the purpose of your communication and describe the type of information you may convey.
- 2. Enunciate your words and avoid contractions such as "can't" which can be easily misunderstood. Instead say, "cannot."
- 3. Speak in short sentences, expressing one idea at a time and allow the information to be interpreted.

4. Avoid the use of double negatives, e.g., “If you don’t appear in person, you won’t get your benefits.” Instead say, “You must come in person in order to get your benefits.”
5. Speak to the LEP client and not to the interpreter.
6. Avoid using slang and acronyms such as MFIP. If you must do so, please explain their meaning.
7. Provide brief explanations of technical terms or terms of art, such as recertification, income disregard and Minimum Rent.
8. Occasionally ask if the interpreter understands the information or if you should slow down or speed up your speech. If the interpreter is confused, the client may also be confused.
9. Occasionally ask if the LEP client understands the information. You may have to repeat or clarify some information by saying it in a different way.
10. Be patient and thank the interpreter.

F. NOTICE OF FREE LANGUAGE ASSISTANCE FOR MPHA BUSINESS

MPHA will provide notice of free Language Assistance as follows:

1. In applications for public housing, MPHA will ask applicants if they are LEP and need free language assistance for MPHA business.
2. In the letter informing clients about recertification will state that clients may contact their eligibility technician to request free language assistance for MPHA business.
3. In each denial to public housing and lease termination to an LEP client will state that the client may contact MPHA for free language assistance about the action taken.
4. On the public housing monthly rental statement will state that a Tenant may contact their property manager for free language assistance for MPHA business.
5. On other occasions as determined by MPHA which may include documents informing persons about how to apply for MPHA programs.

G. PRIVATE AND CONFIDENTIAL DATA

1. MPHA Staff Interpreters

Federal and state law requires MPHA to protect private or confidential data.

2. Contract Language Assistance Vendors

Contract language assistance vendors will sign a “State and Federal Data Privacy Statement” form as part of the contract documents.

3. Informal Interpreters

When using informal interpreters MPHA should have the informal interpreter and client sign a “Waiver of Free Interpretive Services” form.

H. COLLECTION OF LANGUAGE INFORMATION

1. The application for public housing shall ask the LEP client to identify their language.
2. MPHA will enter a client’s language on the tracking software for public housing.

I. MPHA STAFF TRAINING

1. MPHA will make the LEP Plan available to staff.
2. MPHA will inform new employees in the New Employee Orientation of MPHA's duty to offer free language assistance in compliance with federal requirements.
3. MPHA Staff who have ongoing contact with LEP clients will attend LEP training.
4. LEP training will include the following:
 - a. MPHA's duty to offer free language assistance in compliance with federal requirements;
 - b. The substance of MPHA's LEP Plan;
 - c. How to document a client's language needs; and
 - d. Identity of the LEP Manager, bilingual staff and contract interpreters.
5. MPHA will make a language identification flashcard available to staff.

J. MONITORING

Periodically, the MPHA LEP Manager will review the LEP Plan. The review will include:

1. A summary report from the tracking software of the number of MPHA clients who are LEP.
2. A summary report from the tracking software listing the languages used by LEP clients.
3. A determination as to whether 5% of MPHA's clients speak a specific language requiring the translation of documents as provided in Part D-2 listed above.

K. LEP PLAN DISTRIBUTION AND PUBLIC POSTING

The LEP Plan will be:

1. Distributed to all MPHA supervisors.
2. Available in MPHA Management Offices and the Section 8 Department.
3. Posted on MPHA's website, mphaonline.org.

L. CONFLICT AND SCOPE

The LEP Plan does not create a standard of care, a covenant of habitability or any rights to third parties or MPHA clients. The Plan does not enlarge MPHA's duty under any law, regulation or ordinance. If this Plan conflicts, with applicable law, regulation or ordinance, the applicable law, regulation or ordinance shall prevail. The Plan is a general guideline as to a standard of care to which MPHA aspires.

PART XXI**REASONABLE ACCOMMODATION POLICY****1.0 Purpose**

The purpose of this policy is to assist Minneapolis Public Housing Authority (MPHA) staff in providing reasonable accommodations to its applicants, public housing Tenants, Section 8 participants and other program recipients with a disability. It does not enlarge MPHA's duty under any law, regulation or ordinance. Where in conflict, the applicable law, regulation or ordinance shall prevail.

2.0 **Mission Statement**

MPHA's policy is to comply with the Rehabilitation Act, § 504 29 U.S.C. § 794, as implemented by 24 C.F.R. § 8, Americans with Disabilities Act, 42 U.S.C. § 2101 as implemented by 28 C.F.R. § 35 and 29 C.F.R. § 1630, Fair Housing Act, 42 U.S.C. § 3601 as implemented by 24 C.F.R. §100, Minnesota Human Rights Act, Minn. Stat. § 363 and Minneapolis Civil Rights Ordinance.

MPHA shall not discriminate or retaliate against an applicant, public housing Tenant, Section 8 participant or other program recipient because of disability, race, color, creed, religion, national origin or ancestry, familial status, sex, sexual preference, veteran status, public assistance status, marital status, age, or political affiliation. MPHA shall not retaliate against a person who claims discrimination. MPHA shall not solely on the basis of a disability, deny benefits to an otherwise qualified person. MPHA shall give a qualified person with a disability through a reasonable accommodation an equal opportunity to participate in and benefit from its housing, aid, benefit or service.

By means of a reasonable accommodation, MPHA shall give a qualified person with a disability housing, aid, benefit or service that is equally effective as that provided to others without a disability. The term "equally effective" is not intended to produce an identical result or level of achievement as a person without a disability but is intended to give a person with a disability an equal opportunity to obtain the same result or level of achievement.

3.0 **Disability**

3.1 **A Person With A Disability Is One Who:**

1. Has a physical or mental impairment that substantially or as regards the Minnesota Human Rights Act and Minneapolis Ordinances materially limits one or more major life activity;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

3.2 Specifically, excluded from the definition of a disability under the Americans with Disabilities Act are:

- a.) Sexual behavior disorders such as transvestitism, pedophilia, exhibitionism and voyeurism.
- b.) Compulsive gamblers, kleptomaniacs or pyromaniacs.
- c.) Homosexuality, bisexuality, gender disorders and transsexual conduct

3.3 Under the Americans with Disabilities Act, the disability must be current and substantially limit one or more major life activity. Under certain circumstances, physical conditions such as high blood pressure and poor vision, which are corrected by medication or another measure, are not disabilities.

3.4 Under 24 CFR § 100.201 (a)(2), a disability does not include the current illegal use of a controlled substance. Also, being a transvestite is not a disability. Also, for purposes of eligibility for low-income housing a person does not have a disability solely based on any drug or alcohol dependence.

3.5 **Major Life Activity**

Includes but is not limited to caring for one's self, doing manual tasks, walking, seeing, sleeping, hearing, speaking, breathing, learning and working.

3.6 **Mental and Physical Impairments**

A mental impairment may include but is not limited to mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

A physical impairment may include the following body systems: neurological; musculoskeletal; senses; respiratory; cardiovascular; reproductive, digestive, genito-urinary, hemic and lymphatic; skin; and endocrine.

A mental or physical impairment may include but is not limited to cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, and mental retardation.

3.7 **A Qualified Person With A Disability**

One who meets the essential eligibility requirements and who can achieve the purpose of the program or activity with or without modifications.

3.8 **Essential Eligibility Requirements**

Include but are not limited to: stated eligibility requirements like income; compliance with selection criteria; timely payment of financial obligations; care of premises; no disqualifying criminal or drug activities; respect for the rights of others; explicit or implicit requirements inherent to the program or activity; and compliance with all obligations of occupancy with or without supportive services provided by persons other than MPHA. A person may request a reasonable accommodation to meet the essential eligibility requirements. For instance, a mentally ill person whose conduct even with a reasonable accommodation poses a significant risk of substantial interference with the health, safety or peaceful enjoyment of the premises, or would result in substantial physical damage to the property of others, may not be qualified for a project or program lacking the necessary supportive services.

3.9 **Exclusions**

A person with a disability may be excluded if the person is not "otherwise qualified" for housing or when a person's tenancy with or without a reasonable accommodation would pose a direct threat to others or the person's own health or safety or would result in substantial physical damage to the property of others.

3.10 **Undue Hardship**

MPHA has the burden to show that the reasonable accommodation would result in an undue hardship. An undue hardship is a significant difficulty or expense or undue financial or administrative burden.

4.0 **Reasonable Accommodation**

4.1 **Need for a Reasonable Accommodation and Nexus Between the Disability and Accommodation**

A reasonable accommodation may include a transfer, an alteration to the home or housing complex or an exception to MPHA's rules, policies or procedures. While MPHA may accept the judgment of the person with the disability that an accommodation is needed, MPHA may require the person to show the need for an accommodation or to permit an Inspection of the Premises. . Also, MPHA may

investigate alternatives to the requested accommodation and/or alternative methods of providing the requested accommodation. MPHA will select an appropriate accommodation which is most convenient and cost effective for MPHA.

The person with the disability has the burden to show that there is a connection between the disability and the accommodation and a connection between the disability and the lease violation. The person must also show that the accommodation is likely to enable the person to comply with the lease or the program and that the person will accept the necessary assistance.

However, MPHA cannot amend the lease or the program requiring the person to accept such services. MPHA may evict or deny admission to the program if the rejection of the services results in conduct that violates the lease or program. For example, MPHA may not evict a Tenant for not taking a medication, but may evict the Tenant for conduct resulting in serious or repeated lease violations resulting from not taking the medication

- 4.2. The requesting party, applicant, or Tenant has the burden to show that the request is linked to the disability, is necessary to afford the person an equal opportunity to enjoy public housing and is possible to implement. Equal opportunity means that the program is equally accessible to disabled and non-disabled persons. Thus, three key elements are necessity, equal opportunity and reasonableness.

4.3. Reasons To Deny An Accommodation

MPHA shall make a reasonable accommodation for a physical or mental impairment of a qualified applicant or recipient unless MPHA shows that:

- (a) the accommodation would impose an undue financial or administrative burden;
- (b) the accommodation will fundamentally change the nature of the program;
- (c) the accommodation would pose a direct threat to others;
- (d) the accommodation will create an unsafe condition;
- (e) the accommodation would result in substantial physical damage to MPHA's property or the property of others;
- (f) the person cannot meet the essential eligibility requirements;
- (g) the request is not a request for a reasonable accommodation;
- (h) there is a lack of documentation of the disability;
- (i) the documentation of the disability lacks credibility or foundation;
- (j) the accommodation has failed in the past and the person cannot show new circumstances as to why the accommodation will likely work in the future;
- (k) the request is based upon a personal preference;
- (l) in the case of extra bedrooms or space that the person is not using the space for the intended reasonable accommodation; or
- (m) other reasons as provided by law or regulation.

For instance, a reasonable accommodation is not a personal preference. A personal preference is the liking of something over another. In addition, a reasonable accommodation does not require

MPHA to provide counseling, medical or social services that are outside the scope of services provided to other persons.

MPHA may also deny a request for a reasonable accommodation if the person does not show a necessity, an equal opportunity and reasonableness as stated in 4.2.

5.0 **Communication Accommodations**

MPHA shall make reasonable accommodations to communicate with applicants, public housing Tenants, Section 8 participants, other program recipients and members of the public. Reasonable accommodations may include using auxiliary aids such as interpreters for applicants, Braille materials, large print materials, audio tapes, note takers or telecommunication devices for deaf persons. MPHA is not required to provide devices that are of a personal nature or that are prescribed for personal use or study.

6.0 **Applicants for Public Housing**

During the application process, MPHA may ask all applicants the same appropriate questions. An applicant is not required to talk about a disability. However, MPHA may ask an applicant to verify a disability if the applicant asks for a reasonable accommodation. MPHA shall not assume that a person has a disability.

An applicant may refuse to explain negative information because it may reveal the existence, nature or severity of a disability. The applicant has the right not to discuss the disability. However, MPHA may have the right to deny admission because of a lack of information or negative information.

If an applicant requests a reasonable accommodation, the applicant has the burden to show that the accommodation is likely to enable the applicant to comply with the lease and that the applicant will accept necessary assistance. MPHA cannot amend the lease or program to require the person to accept such services but may evict or deny admission if the rejection of the services results in conduct that violates the lease or program.

With or without a reasonable accommodation, the applicant shall complete the application process, meet eligibility criteria and shall follow the lease.

7.0 **Process for Requesting a Reasonable Accommodation**

- (a) An applicant or an applicant's representative should submit a request for a reasonable accommodation to the Manager of the Leasing and Occupancy Department and not to a Hearing Panel.
- (b) A Tenant or Tenant's representative shall give a request for a reasonable accommodation to their Property Manager and not to a Hearing Panel.
- (c) MPHA will process the request and if necessary investigate or obtain additional information within 30 days after receipt of the request, MPHA will inform the applicant or Tenant of a denial, approval or the need for ongoing investigation.
- (d) If MPHA denies the request, MPHA will offer the grievance procedure in compliance with Part II for applicants and Part XII for Tenants.

8.0 **Physical Accessibility**

Where practicable, MPHA's buildings will be physically accessible and usable by disabled persons. With each physical alteration, a cost base analysis may be needed. Cost base factors include but are not limited to the type of accommodations, cost, the size of MPHA's overall housing business, number of units, type of units, budget, expenses and ability to recoup the cost.

Alterations in new construction shall comply with federal and state law and regulations. MPHA will comply with Sections 4.0 and 4.1 in determining whether to grant a physical accommodation. If a physical accommodation is unreasonable, MPHA may provide for program access at a different accessible location.

9.0 **Barrier Free Units**

It is MPHA's goal to provide barrier free units for persons with mobility-impairments of at least 5% of the total number of the units in each project as follows:

- 9.1 In new construction 5% of the units will be barrier free and an additional 2% will be accessible for the hearing or sight-impaired. MPHA will comply with accessibility standards as provided by the Uniform Federal Accessibility Standards, 24 C.F.R. § 40, Appendix A, and the Americans with Disabilities Act Accessibility Guidelines.
- 9.2 If the rehabilitation of existing projects is 75% or more of the replacement cost of the completed facility, 5% of the units will be barrier free and as needed, equipment for the hearing or sight impaired will be installed.
- 9.3 Alteration work in a dwelling unit that does not exceed 75% of the replacement cost of the completed facility, but is substantial in nature as determined by MPHA, will include the conversion of 5% of the units to barrier free at the time of construction.
- 9.4 Buildings receiving modernization work resulting in substantial work in the units which does not exceed 75% of the cost of the unit and with existing programs that service the disabled or frail elderly, the number of handicapped units may exceed 5% at MPHA's discretion.
- 9.5 Consistent with the provisions of this policy, barrier free units may be created to meet the specific needs of a Tenant in a building.

10.0 **Accessible Units For Hearing and Sight Impaired**

MPHA will modify units to reasonably accommodate Tenants with hearing or sight impairments consistent with the provisions of this policy.

11.0 **Barrier Free Common Areas and Non-Dwelling Areas**

It is MPHA's goal to achieve barrier free common areas and non-dwelling sites. Non-dwelling areas within a building, which are not accessible, will be modified to meet accessibility requirements when the building undergoes comprehensive modernization or when making a reasonable accommodation.

12.0 **Tenant Transfer To Another Unit**

- 12.1 When MPHA determines that a transfer is appropriate as a reasonable accommodation to a person with a disability, MPHA will offer one suitable unit to the Tenant. If MPHA determines that the refusal is not caused by the disability, MPHA will cancel the transfer.

12.2 MPHA will offer a transfer or modification to a Tenant in the priority listed below.

1. First if available, MPHA will offer to the Tenant a unit in the same project.
2. Second if available, MPHA will offer to the Tenant, a unit in any building. If a unit is not available, the Tenant will be placed on a waiting list for a reasonable period of time.
3. Third, MPHA may modify the Tenant's current unit consistent with the provisions of this policy.
4. Fourth, MPHA will offer the Tenant a Section 8 voucher.

12.3 MPHA will not transfer a Tenant under this policy when a lease termination is pending for a reason unrelated to the disability.

13.0 **Disabled Applicants On The Waiting List**

MPHA will offer a unit to a disabled applicant who is qualified and needs a modified unit in the priority listed below:

- 13.1 When the qualified applicant is on the waiting list and when an appropriate modified unit is available and no Tenant in the building needs the features of the unit.
- 13.2 When a qualified applicant is at the top of the waiting list, and an appropriate modified unit is not available, MPHA may modify a unit consistent with the provisions of this policy.
- 13.3 If an appropriate modified unit becomes available and no disabled applicant is on the waiting list and no Tenant in the building needs the modified unit, the unit will be offered to the next qualified applicant on the waiting list. However, if the modified unit is needed for a disabled applicant or Tenant, the occupant in the unit shall vacate and transfer to another unit. The transferred Tenant is entitled to due process.

14.0 **Program Accessibility**

MPHA will make reasonable accommodations for qualified persons with disabilities to have access and use its programs. Except when necessary to maintain the fundamental nature of the program, MPHA will not use the eligibility criteria, which adversely impacts upon disabled persons.

15.0 **A Disabled Person's Compliance with MPHA's Rules, Policies or Procedures.**

A reasonable accommodation may include an exception to MPHA's rules, policies and procedures. If an applicant or recipient can show that the failure to comply with a rule, policy or procedure was due to a disability, MPHA may reinstate the person's status. This may include reinstating the person to a waiting list at an original spot or setting aside the termination or eviction procedures.

An exception to MPHA's rules, procedures and policies does not require a lowering or a waiver of the essential requirements of a lease or program. If a Tenant refuses services or another reasonable accommodation, and violating conduct continues, MPHA may take the same action as it would with a person without a disability.

A disabled person is required to show documentation of the disability and the need for the accommodation. Without such documentation, MPHA need not offer an accommodation such as a companion or service animal. If MPHA allows a disabled person to have a companion or service animal, the person must maintain health and safety standards in keeping the animal. Animals that are dangerous or potentially dangerous under federal law or regulation, state law or local ordinance are not permitted.

16.0 Grievances

If MPHA denies a request for a reasonable accommodation MPHA will offer the person the opportunity to request the grievance procedure as provided in the grievance procedures as explained in the SOP or Section 8 Program Administrative Plan.

17.0 Conflict and Scope

This Policy does not enlarge MPHA's duty under any law, regulation or ordinance. If this Policy conflicts with applicable law, regulation or ordinance, the applicable law, regulation or ordinance shall prevail. This Policy shall apply to all MPHA programs designed to provide financial or advisory assistance to persons seeking housing, including the Family Self Sufficiency Program and Housing Counseling Programs.

PART XXII**VIOLENCE AGAINST WOMEN ACT POLICY****1.0 Purpose**

The purpose of this Policy is to reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking and to prevent homelessness resulting from such acts by:

- a) protecting the safety of Victims;
- b) creating long-term housing solutions for Victims;
- c) building collaborations among Victim service providers; and
- d) assisting MPHA to respond appropriately to the violence while maintaining a safe environment for MPHA, employees, Tenants, applicants, Section 8 participants, program participants and others.

The Policy will assist the Minneapolis Public Housing Authority (MPHA) in providing rights under the Violence Against Women Reauthorization Act of 2013 (VAWA) to its applicants, public housing Tenants, Section 8 participants and other program participants.

2.0 Mission Statement

MPHA's policy is to comply with the Violence Against Women Reauthorization Act of 2013, Pub. L. 113-4, 127 Stat. 54 signed into law on March 7, 2013. MPHA shall not discriminate against an applicant, public housing Tenant, Section 8 program participant or other program participant on the basis of the rights or privileges provided under the VAWA.

This Policy is incorporated into MPHA's "Statement Of Policies Governing Admission to Continuing Occupancy of Low Rent Housing" and applies to all MPHA housing programs including the Family Self Sufficiency Program and Housing Counseling Programs.

3.0 Definitions

The definitions in this Section apply only to this Policy.

- 3.1 Affiliated Individual:** A spouse, parent, brother, sister, or child of that individual, or an individual to whom that individual stands in loco parentis, or any individual, tenant, or lawful occupant living in the household of that individual.

- 3.2 Confidentiality:** Means that MPHA will not enter information provided to MPHA under 4.2 into a shared database or provide this information to any related entity except as stated in 4.3.
- 3.3 Dating Violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the Victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship. 42 U.S.C. §13925 (a) (8).
- 3.4 Domestic Violence:** Means:
- a) physical harm, bodily injury, or assault;
 - b) the infliction of fear of imminent physical harm, bodily injury or assault; or
 - c) terroristic threats under Minn. Stat. § 609.713 subd. 1; criminal sexual conduct under Minn. Stat. § 609.342., Minn. Stat. § 609.343, Minn. Stat. § 609.344, Minn. Stat. § 609.345, Minn. Stat. § 609.3451; or interference with an emergency call under Minn. Stat. § 609.78 Subd. 2.
 - d) a felony or misdemeanor crime of violence committed by a current or former spouse of the Victim, committed by a person with whom the Victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the Victim as a spouse, committed by a person similarly situated to a spouse of the Victim under Minnesota domestic or family violence laws or committed by any other person against an adult or youth Victim who is protected from that person's acts under Minnesota law. 42 U.S.C. §13925 (a) (8) and Minn. Stat. § 518B.01.
- 3.5 Involuntary Displacement:** Occurs when a Victim has vacated or will have to vacate their housing unit because of Domestic Violence, Dating Violence, Sexual Assault or Stalking against the Victim.
- 3.6 Perpetrator:** A person who commits an act of Domestic Violence, Dating Violence, Sexual Assault or Stalking against a Victim. Except for Sexual Assault and Stalking, the Perpetrator and Victim must be current or former spouses, parent and child, persons with children in common, persons related by blood, persons who are residing in or have resided together, or persons in a significant romantic relationship.
- 3.7 Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the Victim lacks capacity to consent. 42 U.S.C. § 13925(a)(29). See Minn. Stat. §§ 609.342 to 609.3451.
- 3.8 Stalking:** (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the Victim; or (b) to place under surveillance with the intent to kill, injure, harass or intimidate the another person; and (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to the a person in reasonable fear; or (d) to cause substantial emotional harm to that person or, an affiliated individual of that person or the spouse or intimate partner of that person. 42 U.S.C. § 13925. Stalking is also defined in Minn. Stat. § 609.749.
- 3.9 Victim:** Is a tenant, applicant, Section 8 participant and an Affiliated Individual of such persons and who is the Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking under this Policy and who has timely and completely completed the certification under 4.2 or as requested by MPHA.

4.0 Certification and Confidentiality

4.1 Failure to Provide Certification

The person shall provide complete and accurate certifications to MPHA and manager within 14 business days after the person receives a written request that the person complete the certification. If the request is mailed and accurately addressed to the person's public housing address receipt shall occur 3 business days after the mailing of the request and the person shall have 17 business days from the date of the mailing to return the certification. If the person does not provide a complete and accurate certification within the 14 or 17 business day period, MPHA may take action to deny or terminate participation or tenancy under: 42 U. S. C. § 1437 d (l) (5) & (6); 42 U. S. C. § 1437 d (c) (3); 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) & (D); 42 U. S. C. § 1437f (o)(20), or for other good cause.

4.2 Certification

A person who is claiming Victim status shall provide to MPHA:

- a) documentation signed by the Victim and an employee, agent, or volunteer of a Victim service provider, an attorney, a medical professional, or a mental health professional from whom the Victim has sought assistance in addressing Domestic Violence, Dating Violence, Sexual Assault or Stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. § 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse; or
- b) an administrative agency, federal, state, tribal, territorial, local police or court record.

4.3 Confidentiality

MPHA and manager shall keep all information provided to MPHA under this Section confidential. MPHA, owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

- (a) the Victim requests or consents to the disclosure in writing;
- (b) the disclosure is required for:
 - (i) eviction from public housing under 42 U. S. C. § 1437 d (l) (5) & (6) (See Section 5 in this Policy);
 - (ii) termination of Section 8 assistance under 42 U. S. C. § 1437f (c)(9); 42 U. S. C. § 1437f (d)(1)(B)(ii) & (iii); 42 U. S. C. § 1437f (o)(7)(C) & (D); or 42 U. S. C. § 1437f (o)(20) (See Section 5 in this Policy); or
- (c) the disclosure is required by applicable law.

4.4 Compliance Not Sufficient to Constitute Evidence of Unreasonable Act

The MPHA or manager's compliance with Sections 4.1 and 4.2 alone shall not be sufficient to show evidence of an unreasonable act or omission by them.

5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

- 5.1 MPHA shall not deny participation or admission to a program on the basis of a person's Victim status, if the person otherwise qualifies for admission or assistance.

- 5.2** An incident or incidents of actual or threatened Domestic Violence, Dating Violence, Sexual Assault or Stalking will not be a serious or repeated violation of the lease by Victim and shall not be good cause for denying to a Victim admission to a program, terminating Section 8 assistance or occupancy rights, or evicting a Tenant.
- 5.3** Criminal activity directly related to Domestic Violence, Dating Violence, Sexual Assault or Stalking engaged in by a member of a Tenant's household or any guest or other person under the Tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the Tenant or an Affiliated Individual of the Tenant's family is the Victim of that Domestic Violence, Dating Violence, Sexual Assault or Stalking.
- 5.4** Notwithstanding Sections 5.1, 5.2 and 5.3 MPHA or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a Tenant or lawful occupant and who engages in criminal activity directly relating to Domestic Violence, Dating Violence, Sexual Assault, or Stalking against an Affiliated Individual or other individual without evicting, removing, terminating assistance to or otherwise penalizing the Victim of the violence who is also a Tenant or lawful occupant.
- If the Perpetrator was the sole tenant eligible to receive assistance, MPHA shall permit the remaining tenant the opportunity to establish eligibility for the housing program. If remaining tenant cannot establish eligibility, the tenant shall have a reasonable time to find other housing or to establish eligibility under another covered housing program. 42 U.S.C. §1437 (l)(6)(B); 42 U.S.C. §1437 f (c)(9) (C)ii
- 5.5** Nothing in Sections 5.1, 5.2 and 5.3 shall limit the authority of MPHA or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the Victim and issued to address the distribution or possession of property among the household members when the family breaks up.
42 U.S.C. § 1437d(l)(6)(C); 42 U.S.C. § 1437f(c)(9)(C)(iii)
- 5.6** Nothing in Sections 5.1, 5.2 and 5.3 limits MPHA or manager's authority to evict or terminate assistance to any Tenant for any violation of lease not premised on the act or acts of violence against the Tenant or a member of the Tenant's household. However MPHA, owner or manager may not hold a Victim to a more demanding standard than another Tenant. 42 U.S.C. § 1437d(l)(6)(D); 42 U.S.C. § 1437f(c)(9)(C)(iv).
- 5.7** Nothing in Sections 5.1, 5.2 and 5.3 limits MPHA or manager's authority to evict or terminate assistance, or deny admission to a program if the MPHA or manager can show an actual and imminent threat to other Tenants, neighbors, their employees, persons providing service to the property if the Tenant family is not evicted or terminated from assistance or denied admission.
- 5.8** Nothing in Sections 5.1, 5.2 or 5.3 limits MPHA or manager's authority to terminate assistance to individuals who engage in criminal acts including but not limited to acts of physical violence against family members or others.
- 5.9** A public housing Tenant who wants a transfer to protect their health or safety and who: a) is Victim under this Policy; b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and c) has complied with all other obligations of the public housing program may transfer to another MPHA unit, receive a Section 8 voucher and stay in Minneapolis or move to a more safe environment in another Section 8 jurisdiction.

6.0 Health, Safety and the Right to Peaceful Enjoyment of the Premises

MPHA may evict, terminate assistance, deny admission to a program or trespass a Perpetrator from its property under this Policy. A public housing Victim shall comply with MPHA's lease and in particular Section 11.B.17. A Victim will act in a manner which will not disturb the peaceful enjoyment of the premises. A Victim may not be held to a more demanding standard than other Tenants. To comply with a lease a Victim may have to take action, which may include: a) obtaining and enforcing a restraining or no contact order or order for protection against the Perpetrator; b) obtaining and enforcing a trespass against the Perpetrator; c) enforcing MPHA or law enforcement's trespass of the Perpetrator; d) preventing the delivery of the Perpetrator's mail to the Victim's unit; e) providing certification information or f) other reasonable measures.

7.0 Notice to Applicants, Participants, Tenants and Section 8 Managers and Owners.

MPHA shall provide notice to applicants, participants, and Tenants of their rights and obligations under Section 4.3 Confidentiality and Section 5.0 Appropriate Basis for Denial of Admission, Assistance or Tenancy.

8.0 Grievance Procedure

If MPHA denies a person's request for VAWA certification, the Tenant may have the opportunity to request the grievance procedure as explained in the SOP. However, the person may not request the grievance procedure if the Tenant did not return a complete and accurate certification within the 14 or 17 day period.

9.0 Preferences

Families who are Victims under VAWA and are Involuntarily Displaced will receive a preference in MPHA's public housing and housing assistance programs. See the Preferences Part. Families who have been Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking shall provide: a) documentation signed by the Victim and an employee, agent, or volunteer of a Victim service provider, an attorney, or a medical professional from whom the Victim has sought assistance in addressing Domestic Violence, Dating Violence, Sexual Assault or Stalking or the effects of the abuse, in which the professional attests under penalty of perjury (28 U.S.C. § 1746) to the professional's belief that the incident(s) in question are bona fide incidents of abuse; or b) a federal, state, tribal, territorial or local police or court record to establish their Victim status under this policy.

10. Reporting Requirements

MPHA shall include in its 5 year plan a statement of goals, objectives, policies or programs that will serve the needs of Victims. MPHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to Victims, to help Victims obtain or maintain housing or to prevent the abuse or to enhance the safety of Victims.

11.0 Conflict and Scope: This Policy does not enlarge MPHA's duty under any law, regulation or ordinance. If this Policy conflicts with applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another MPHA policy such as its Statement of Policies or Section 8 Administration Plan, this Policy will control.

PART XXIII

COMMUNITY SPACE USE POLICY

1. PURPOSE:

Minneapolis Public Housing Authority (MPHA) established this Policy to facilitate the fair and safe use of Common Areas and Community Equipment in MPHA highrises. This Policy is part of the Lease.

2. MISSION STATEMENT:

The Common Areas are available to tenants and Signed Users to engage in activities permitted under this Policy and in compliance with the lease.

A Tenant, Tenant Guest, or Signed User may not be denied use of a Common Area because of race, color, creed, religion, national origin or ancestry, financial status, sex, sexual orientation, public assistance status, veteran status, marital status, disability, age, political or other affiliation.

To encourage a variety of activities and wide tenant participation, MPHA may modify hours of operation or limit repetitive activities, activities that interfere with others' health, safety or right to peaceful enjoyment of the premises or activities that result in the exclusive use of the area or a portion of the area.

3. DEFINITIONS:

The definitions in this Section apply only to this Policy.

- A. Common Areas:** Shared areas including entryways, hallways, stairwells, balconies, lobbies, lounges, laundry rooms, parking lots, patios or lawns, Community Rooms, craft rooms, kitchens, certain storage rooms, club rooms, rest rooms and other similar shared areas. Each highrise may have different Common Areas.
- B. Community Equipment:** Appliances, fixtures, flooring, window treatments, utensils, televisions, DVD players, other electronic devices, chairs, tables, lamps, and any other MPHA property in a Common Area.
- C. Community Room:** Is a room(s) designated by MPHA as a Community Room which is available to Tenants during hours of operation and may be scheduled for exclusive use of permitted activities. A Community Room may include but is not limited to craft rooms, kitchens, TV rooms, libraries and class rooms.
- D. Damage Deposit:** Sum of money paid to MPHA to assure the room is returned to the condition of prior to the event or use of the Community Room.
- E. Fee Activity:** Activity where fees are charged for participation.
- F. Guest:** A person who is on the premises with a Tenant's implied or express consent.
- G. Heat Wave:** When the outdoor temperature or heat index is 90° at 3:00 p.m. and the temperature is not forecast to go below 80° overnight.
- H. Repeat User:** A Signed User who is scheduled more than 12 times per calendar year.
- I. Signed User:** A person or entity that has MPHA's written approval for the exclusive use of a Common Area and has completed and signed all documents required by the MPHA.

- J. Space Use Permit Request Form:** A form when approved by MPHA permits a Signed User the exclusive use of a Common Area.
- K. Tenant:** A person who has a current MPHA lease. A person is only a Tenant at the building where they reside.

4. COMMUNITY ROOM HOURS OF OPERATION:

A Community Room is available for use from 8:00 a.m. until midnight unless there is a Heat Wave. Unless scheduled by a Signed User, the Community Room is open to all Tenants. MPHA may modify hours of operation or limit repetitive activities, activities that interfere with others' health, safety or right to peaceful enjoyment of the premises or activities that result in the exclusive use of the area or a portion of the area.

5. TELEVISION USE IN COMMON AREAS:

Televisions, stereos and other electronic equipment with volume shall be operated at reasonable volumes at all times and at lower volumes between 10:00 p.m. and 8:00 a.m. in the Common Areas.

6. SAFE AND SANITARY USE OF FLOOR SPACE:

Only clean, sanitary and pest free equipment is allowed in the Common Areas. Personal equipment or other equipment not owned by MPHA including but not limited to floor mats, yoga mats, blankets, pillows, sleeping bags and carpets will not be stored in a Common Area.

At all times, the use of furniture, floor mats, fixtures and other similar equipment shall permit 36-inch aisles and walkways to allow safe ingress and egress and the safe passage and use of wheelchairs, walkers and other mobility aids within the room.

7. CODE OF CONDUCT:

All Common Area activities will comply with the lease and promote the health, safety and peaceful enjoyment of the premises. The following procedures include but are not limited to:

- A. No disruptive or loud activity or any other activity which adversely interferes with other permissible Common Area activity;
- B. Televisions, stereos and other electronic equipment with volume shall be operated at reasonable volumes at all times and at lower volumes between 10:00 p.m. and 8:00 a.m.;
- C. The Tenant who gave the original consent for a Guest to be on the premises must accompany the Guest at all times except for when the Guest is going to and from the Tenant's unit and the entry door. Violation of this clause will be grounds for the trespass of the Guest and may jeopardize the Tenant's lease;
- D. Tenants may have no more than five guests in a non-scheduled Community Room. MPHA may reduce the number of guests allowed during non-scheduled times to ensure right of peaceful enjoyment of the Community Room by all Tenants. Residents Councils may also vote to limit the number of guests in the Community Room.
- E. No body washing other than hands;
- F. No sleeping or napping;
- G. No pornographic, offensive or degrading TV shows, magazines, movies or video games;
- H. No activity in violation of local, state, or federal law and regulations and ordinances;

- I. No gambling in any form;
- J. No possession or use of alcoholic beverages or illegal drugs; and
- K. All activities and conduct shall comply with the lease.

8. DAMAGES TO COMMUNITY ROOMS:

The Signed User will be responsible for damage to MPHA property, clean-up expenses and repairs or replacement of Community Equipment. The charge will be placed on the Tenant's account. A non-tenant Signed User will pay a refundable Damage Deposit of \$300.00. The deposit must be made by check or money order, which will be returned if the Community Space is returned in good condition (see Section 15.0 - Community Space Use Clean-Up). Cost of repairs and clean-up will be taken from the deposit before any refund is given. Damages and clean-up expenses that exceed the Damage Deposit will be billed to the non-tenant Signed User.

9. MINNEAPOLIS PUBLIC HOUSING AUTHORITY RESPONSIBILITIES:

- A. MPHA will designate at least one space in each highrise as a Community Room.
- B. MPHA will maintain Common Areas in compliance with the lease.
- C. Property Management will negotiate space use or service agreements for Repeat Users, and will seek input from the Resident Council.
- D. MPHA building management will do the following:
 - 1) Schedule the use of Community Rooms and equipment;
 - 2) Refer requests for space use by vendors/providers and other Repeat Users to the Regional Property Manager;
 - 3) Notify the Resident Council or its officers of any space use request;
 - 4) Process completed and approved space use permits;
 - 5) Maintain and post scheduled use on a master calendar;
 - 6) Arrange for key use;
 - 7) Monitor use of space in accordance with this Policy; and
 - 8) Collect and return the Damage Deposit.

10. REQUESTS FOR MPHA MAINTENANCE STAFF:

If needed, the MPHA maintenance staff will set up and take down tables for regular Resident Council functions. To request service, a Resident Council officer shall request a work order at least one week in advance of the scheduled event and during business hours by calling Work Orders at 612-342-1585.

The MPHA maintenance staff will not provide such service after normal working hours.

11. SIGNED USER'S EXCLUSIVE USE OF A COMMUNITY ROOM:

A. Indemnification:

All Signed Users shall defend, indemnify and hold MPHA, its officers, directors, employees and agents, successors and assigns harmless from any claims, damages, liabilities, costs or expenses

arising out of the Signed User's and any attendee's use of a Community Room or equipment. MPHA may require a Signed User to provide liability insurance in the amount of \$1.5 million naming MPHA as an additional insured on the liability insurance policy.

B. Service Agreement:

A Signed User who provides educational or service programs to MPHA Tenants shall have a current service agreement with MPHA and valid insurance.

C. Space Use Request Form:

A Signed User must complete and submit a Space Use Request Form (see attachment #1) and submit to MPHA building management at least two weeks prior to the date of requested use of the Community Room. Regularly scheduled activities of the Resident Council and service providers who have a service agreement with MPHA are exempt from this requirement. These regularly scheduled activities will remain on the Master Calendar.

D. Community Rooms Signed Use Requirements:

- 1) Community Rooms available for Signed Users are available from 8:00 a.m. until 10:00 p.m. and for no more than 6 hours per day. MPHA may make exceptions for resident council activities.
- 2) Signed Users shall submit their request to building management at least two weeks prior to the use. The request must detail the activities planned. Management will timely respond to the request.
- 3) MPHA building management or its designee will conduct a mandatory pre-event Inspection and meeting with the Signed User to review the rules for using the space and equipment. No activity will take place without the Inspection and meeting.
- 4) The keys for the Community Room must be obtained from building management at the commencement of the scheduled space use and returned upon completion of the activity.
- 5) No decorations or alterations may be made to the space including but not limited to taping, tacking or attaching anything to the walls or ceiling. MPHA Community Equipment may not be removed from the Community Room except by MPHA staff.
- 6) The Signed User of a Community Room and Community Equipment may post appropriate notices on site bulletin boards. No other signs are to be displayed on the premises or the exterior of the premises without the written consent of MPHA.
- 7) The Community Room and Community Equipment may be reserved for reasonable and appropriate activities. These may include Tenant sponsored memorial services, religious services and worship.
- 8) A non-tenant Signed User of a Community Room must provide a Tenant monitor who must be present for the duration of the event and will let the group in/out of the building. The Signed User must also ensure that no doors are propped open and no other security breaches occur. No pets or other animals except for service animals are allowed in the Community Room.
- 9) The Signed User of a Community Room or Community Equipment must confine activity to the area(s) reserved.
- 10) The Signed User of a Community Room must supervise attendees and be responsible for the behavior of all guests. The Signed User must be present for the duration of the event. The maximum number of people permitted in the reserved Community Room is the number posted as determined by MPHA or 50, whichever is less.

- 11) The Signed User shall ensure that guests follow security procedures including signing into the building and presenting valid identification. The Signed User will also ensure that the parking policy is followed along with all other building rules.
- 12) The Signed User of a Community Room shall ensure compliance with this Policy.
- 13) The Signed User of a Community Room is responsible to secure/lock all Community Equipment used or accessed.
- 14) Repeat Users of a Community Room shall provide liability insurance in the amount of \$1.5 million and naming MPHA as an insured.

12. PRIORITY FOR SCHEDULED USE OF A COMMUNITY ROOM:

Use of a Community Room and/or Community Equipment is prioritized as follows:

- A. General and primary elections and precinct caucuses in the building designated by the Minneapolis Board of Elections;
- B. Resident Council activities (i.e. self-government, education programs, health programs, recreation and socials);
- C. MPHA;
- D. Resident service provider that has a service agreement with MPHA;
- E. One-time or sporadic resident service provider without a service agreement with MPHA;
- F. Private activity for the personal use of a Tenant;
- G. Recognized neighborhood or city non-resident organized groups;
- H. Non-resident groups hosted by a Tenant;

13. FEES AND PROFITS CHARGED AT A SCHEDULED EVENT:

A Scheduled User may make a profit or charge fees to meet the expenses of the approved activity or to raise money for a community project. The following rules apply:

- A. At least two weeks in advance of the scheduled event, the Signed User will submit a Space Use Permit Request to MPHA building management. The request must include information regarding the fee to be charged, an estimate of the anticipated expenses and delivery of any necessary equipment;
- B. Ten percent of the profit from profit-making activities will be paid to the Resident Council;
- C. Signed Users for profit-making activities shall submit detailed expense and profit statements to the Resident Council and MPHA within one week after the event;
- D. Any benefit, bazaar, rummage sale, exhibit, supper, dance or other event provided to Tenants by a Tenant or non-tenant person or group must complete a Space Use Permit Request indicating that the Resident Council will share 10% of any profit or an amount agreed to by the Resident Council.
- E. Any Signed User may be charged a fee for janitorial maintenance and service provided by MPHA. The Signed User may be required to sign an additional agreement with MPHA which will encompass conditions of the space use;

- F. MPHA reserves the right to deny scheduled use of a Community Room if it determines that the profit making activity is not in the best interests of the Tenants;
- G. A Tenant may reserve a Community Room for group profit-making activity only if:
 - 1) A specific list of invitees is provided to MPHA upon request, prior to the activity;
 - 2) The activity is not posted or noticed; and
 - 3) No general invitations are made to the Tenants in the building.

14. VENDORS AND VENDING MACHINES:

The Resident Council shall approve vendors and vending machine service and MPHA shall approve the location of the vendor and vending machine(s). If additional utilities or relocation of utilities is required, the cost will be billed to the Resident Council, who should in turn bill the vendor.

15. COMMUNITY ROOM PICK-UP:

- A. The Signed User shall leave the space and Community Equipment in the same condition as during the pre-event Inspection;
- B. Any Resident Council equipment and supplies may only be used with prior Resident Council or authorized representative approval;
- C. All Community Equipment shall be returned to the storage spaces provided, except as provided in Section 9.0 - MPHA Responsibilities;
- D. Folding chairs and tables are to be set up and taken down by the Signed Users and their designees except as provided for in Section 9.0 - MPHA Responsibilities;
- E. All kitchen equipment, utensils and/or dishes, dish cloths and towels shall be washed, cleaned, dried and returned to proper storage places;
- F. Stove top and oven, microwaves, countertops, table tops, sinks and chairs shall be cleaned;
- G. Signed Users and their designees shall replace, return or reimburse the Resident Council for the consumption of condiments, paper products, dish cloths, towels, and any other Resident Council items;
- H. All items brought in for use during an activity must be removed following the activity; and
- I. The Signed User shall sweep floors, wipe up spills and properly dispose of garbage, paper products, permitted decorations and other debris.

16. TERMINATION OF COMMON AREA EXCLUSIVE USE:

If a Tenant, person, group, vendor, agency or any other user does not abide by this Policy, their reservation may be terminated or future use may be denied.

APPENDIX "A"

MAXIMUM INCOME LIMITS FOR ADMISSION AND CONTINUED OCCUPANCY

The following maximum annual income limits are based on the Annual Income (as defined in Part I) and became effective or as amended by HUD:

Family Size	Lower Income Family	Very Low Income Family	Extremely Low Income Family
One Person	\$46,100	\$30,350	\$18,200
Two Person	\$52,650	\$34,650	\$20,800
Three Person	\$59,250	\$39,000	\$23,400
Four Person	\$65,800	\$43,300	\$26,000
Five Person	\$71,100	\$46,800	\$28,410
Six Person	\$76,350	\$50,250	\$32,570
Seven Person	\$81,600	\$53,700	\$36,730
Eight Person	\$86,900	\$57,200	\$40,890

At least 40% of applicants admitted to Public Housing must be at or below the Extremely Low Income level. No family will be admitted whose income is above the Lower Income level.

Note: HUD regularly changes the Annual Income limit and will automatically change in this part when MPHA receives the revisions from HUD.

APPENDIX "B"

MONTHLY UTILITY ALLOWANCE

Utility Allowances are in effect for MPHA's Rent to Own properties and MHOP units and are governed by the Metro HRA Standards, which can be found at www.metrohra.org

HUD gives PHAs wide latitude in how they develop utility allowances for their public housing units. Although the federal regulations state the various factors that should be taken into account, they do not require that any particular methodology be used to calculate allowances. Instead, it is left to the PHA to decide which methodology to use in establishing allowances.

MPHA has established utility allowances using the engineering methodology. With the engineering-based methodology, the PHA uses engineering calculations and technical data to estimate reasonable energy and water consumption for a particular type of dwelling unit or household. The reasonableness of allowances set using the engineering-based methodology depends on assumptions made in the calculations. This document provides the assumptions made in the calculations.

Step 1: From MPHA allowable and non-allowable end uses.

Allowable

- Space Heating
- Domestic hot water
- Cooking
- Refrigeration
- Lighting
- Misc. Electrical Appliances
- Clothes Washer
- Clothes Dryer
- Water/sewer

Non-allowable

- Cooling
- Space heaters

Step 2: From MPHA, allowances are to be determined for each individual unit.

Step 3: Establish energy requirements for Space Heating

Using the HUD formula and building load spreadsheet for each home.

$$\text{Annual Energy Consumption} = \frac{\text{Building Load} \frac{BTU}{hr} \times HDD \times 24 \frac{hr}{day}}{(\text{system eff}) \times \frac{BTU}{(\text{Fuel unit})} \times (\text{design Temperature differanc})}$$

Building Load is determined per engineering calculations using established engineering guidelines. Existing information such as building size and insulation, windows, infiltration, etc, were used along with the 99% design temperature for Minneapolis per HUD Utility Allowance Guidebook. Heating Degree days (HDD) = 8310 for Minneapolis (from Appendix C in HUD guidelines) System efficiency was assumed to be 65% (65% was used as an accepted engineering practice for furnaces over 20 years old, ref ACEEE). 85% was used for newer "high efficiency furnaces.

Btu per therm of Natural Gas = 100000

Design heating outdoor temp is -16°F in Minneapolis (from Appendix C in HUD guidelines)

Design heating indoor temp is assumed at 72°F

Temperature differential used is therefore 88°F

The equation then reduces to:

For 65% efficient:

$$\text{Annual Energy Consumption} = \text{Building Load (BTUh)} \times .0349 \left(\frac{\text{therm}}{\text{BTUh}} \right)$$

For 85% efficient:

$$\text{Annual Energy Consumption} = \text{Building Load (BTUh)} \times .0267 \left(\frac{\text{therm}}{\text{BTUh}} \right)$$

Note: this gives an annual consumption based on the 99% heating design temperature (meaning 99% of the time the temperature is above this), which is -16°F and a room temperature of 72°F, therefore with and normal monthly average temperatures, this will be very high compared to normal usage.

Minneapolis Weather (from National Weather Bureau)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg. High	20°	26°	38°	56°	68°	78°	84°	80°	70°	58°	41°	25°
Avg. Low	2°	8°	22°	36°	47°	57°	64°	60°	50°	38°	25°	10°
Mean	12°	18°	31°	46°	58°	68°	74°	71°	61°	48°	34°	18°
HDD/mh.	1649	1366	1147	612	286	75	14	26	195	496	993	1451
Faction HDD/mth	0.198	0.164	0.138	0.074	0.034	0.009	0.002	0.003	0.024	0.060	0.120	0.175

Degrees in Fahrenheit

Note that using the design temperature verses the average temperature gives a very conservative energy consumption.

From the Annual Consumption multiply by the monthly faction of HDD to establish monthly usage.

Step 4: Establish requirements for Domestic Hot Water

$$\text{Monthly Energy Consumption} = \frac{^{\circ}\text{F rise} \times 8.33 \left(\frac{\text{lb}}{\text{gal}} \right) \times \left(\frac{\text{gal}}{\text{month}} \right)}{\text{system eff} \times \left(\frac{\text{BTU}}{\text{fuel unit}} \right)}$$

8.33 lb per gal of water

Gal/month/unit = 40 gal/resident per day x number of residents x 31 days per month. Note that this is based on ASHRAE recommendations and is more than the HUD guideline.

Temperature Rise was 60°F (120°F- 60°F) per HUD Utility Allowance Guidebook

System efficiency was assumed to be 60% (60% was used as an accepted engineering practice for water heaters over 20 years old, ref ACEEE)

Btu per therm of Natural Gas = 100000

Number of residents per unit:

This reduces the equation to:

$$\text{Monthly Energy Consumption} = 0.3332 \times \# \text{ of residents} \times \# \text{ of days per month}$$

Step 5: Establish gas requirements for cooking

Were established based on the number of bedrooms from the HUD Utility Allowance Guidebook

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Gas (therms)	4.8	5.4	6.5	7.4	8.1	8.8

Step 6: Establish electric requirements for refrigeration

New refrigerators installed were GE –GTH 186 GBD. Name plate data is 383 kWh/yr or \$43.47/yr.
(at \$0.1135/kWh)

Step 7: Establish electric requirements for lighting

Monthly requirements were established based on upper limit in the HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	90	135	185	235	285	335

Step 8: Establish electric requirements for Miscellaneous Electric

Monthly requirements were established using HUD Utility Allowance Guidebook in Appendix C

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	135	170	205	240	280	320

Step 9: Establish electric requirements for Clothes Washer

Were established based on HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	60	120	180	240	300	360

Step 10: Establish electric requirements for Dryers

Were established based on HUD Utility Allowance Guidebook

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Elec kWh	60	120	180	240	300	360

Step 11: Establishing requirements for Water/sewer

The HUD Utility Allowance Guidebook recommends 60 gallons/person per day but notes that irrigation is allowed that would also need to be accounted for separately. A conservative estimate of 1.5 gallons/person per day is allowed for irrigation.

The monthly usage for water and sewer becomes:

$$\text{Monthly Usage} = (\# \text{ of residents}) \times 61.5 \frac{\text{gallons}}{\text{person}} \times 31 \frac{\text{days}}{\text{month}} \times .001337 \frac{\text{ccf}}{\text{gallon}}$$

This would reduce to:

$$\text{Monthly Usage} = (\# \text{ of residents}) \times 2.548 \frac{\text{ccf}}{\text{month}}$$

Step 12: Establish a total consumption allowance for each utility

Sum up allowances for each utility

	0-1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
# of Residents	1	3	5	7	9	11

MPHA

MONTHLY UTILITY ALLOWANCE

APPENDIX "C"

SALES AND SERVICE CHARGE SCHEDULE

When damage to a dwelling unit, its appurtenances, appliances and/or grounds is due to abuse and/or neglect by the Tenant, the following schedule shall be used to determine charges to a Tenant for the necessary repairs. Management shall utilize the "Guidelines for Determining Ordinary Wear and Tear" before assessing charges to a Tenant.

A copy of this schedule will be posted in each Management Office. Charges are not made for repairing things that wear out from ordinary use. A Tenant shall be apprised of his/her right to grieve any charges assessed against his/her account.

This schedule is meant to list standard and recurring items and does not cover all repairs and services. This schedule is subject to periodic changes.

1. PLUMBING:

Unplug sink, lavatories, toilets, floor drains (charge is assessed only if clog is due to a foreign object). If done by MPHA or Vendor:

Minimum Charge	\$50.00 (if completed by MPHA or actual charge if work is completed by a vendor)
Toilet Replacement	Actual Cost
Toilet Seat Replacement	\$ 33.00 (includes parts & labor)
Toilet Tank Cover Replacement	\$ 35.50 (includes parts & labor)
Single -Lever, Washerless Kitchen Faucet	\$ 60.50 (includes parts & labor)

2. ELECTRICAL:

Reset circuit breaker or replace fuse + labor
(Charge actual cost if corrected by vendor)

Range Hood Replacement	\$35.00 (includes parts & labor)
Heating Plant Thermostat Replacement	\$45.00 (includes parts & labor)
Smoke Alarm Replacement	\$25.00 (includes parts & labor)
Tampering with or disconnecting a smoke detector	\$20.00
CO Detector	\$25.00
Replace Smoke Detector battery	\$ 5.00
Plastic rectangular light covers" Kitchen	\$18.00
Light cover Bathroom	\$ 8.00
Globe	\$ 3.00

3. RUBBISH REMOVAL:

Completed by MPHA	\$25.00 per large item or equivalent
Completed by Vendor or City of Minneapolis	Actual Cost
Littering or not disposing trash properly	\$25.00 minimum

4. APPLIANCES:

Range Replacement - when full replacement is necessary, the replacement cost will be adjusted by the depreciated value and its anticipated useful life based on a life expectancy of 12 years.

<u>Range Replacement Cost</u>	<u>Depreciation</u>
20" \$190.00	\$15.00 per year
30" \$212.00	\$16.00 per year
30" Range hood	\$41.00
24" Range hood	\$47.00
Rangehood Filter	\$ 5.00
Stove Burner Knob Replacement	\$ 4.00
Oven Rack Replacement	\$ 7.00
Oven Door Replacement	\$56.00
Oven Door Handle Replacement	\$ 5.00
Oven Gasket	\$15.00
Minimum charge to clean range to function properly	\$25.00

Refrigerator Replacement - when full replacement is necessary, the replacement cost will be adjusted by the depreciated value anticipated useful life based on a life expectancy of 10 years.

<u>Refrigerator Replacement Cost</u>	<u>Depreciation</u>
11 cu. ft. \$365.00	\$26.00 per year
18 cu. ft. \$379.00	\$27.00 per year
Defrosting	\$20.00
Gasket Replacement	\$28.00
Crisper Tray Replacement	\$17.00
Door Bar/handle and End Cap Replacement	\$14.00
Refrigerator Shelf	\$15.00

<u>Air conditioner Replacement Cost</u>	<u>Depreciation</u>
	\$20.00 per year
Repairs	Actual cost

5. EXTERMINATION SERVICE FOR ROACHES OR BEDBUGS:

Actual charges are assessed to Tenant account if Tenant is not properly prepared.

First scheduled date	\$25.00
Each additional reschedule date	\$40.00

Charge assessed to Tenant account if the Tenant's poor housekeeping leads to the request for extermination service.

First need for service	\$25.00
Each additional request per calendar year	\$40.00

6. WINDOW AND OTHER GLASS REPAIRS:

Charges are based on size - length plus width in inches. Actual labor charges of the vendor will be assessed at \$10 per hour.

Up to 50"	\$15.00
51"to 72"	\$17.00
73" to 80"	\$20.00
81" or larger	\$25.00
Plexiglas	\$ 9.00/sq. ft.
Thermo Windows	\$11.00/sq. ft.
Sash Lock	\$ 3.00
Aluminum combination storm panel replacement	\$14.00
Aluminum combination screen panel replacement	\$10.00
Mirrored Medicine Cabinet	\$27.00 + Labor @ .50 hr.
Covers for the air conditioner sleeves	\$40.00

7. SCREEN/STORM DOORS:**Replacement:**

Security Screen (each)	\$ 12.00/sq ft
Security Screen with Frame (each)	\$225.00
Highrise screens	\$ 12.00
All other screens (each)	\$ 6.00/sq ft
Solid Core (Benada), self-storing, Aluminum storm door	\$120.00

Repair:

Storm door pneumatic closer	\$12.00 + Labor @ .25 hr.
Storm door chain	\$ 2.50 + Labor @ .25 hr.
Storm door handle	\$ 5.00 + Labor @ .25 hr.
Apartment door security chain	\$ 9.00 + Labor @ .25 hr.
Basement Storm Sliding Window	\$24.00

8. WINDOW SHADES:

(Charges are based on width in inches)

Up to 37"	\$ 6.00
38" to 46"	\$ 8.00
47" to 55"	\$ 9.00
56" and larger	\$13.00
Window blinds	\$ 3.00 per slat

9. GENERAL CARPENTRY:

Lock change/cylinder change (if change is made at request of Tenant or if determined necessary by MPHA (each)	\$20.00/ each cylinder includes labor
Install security chain	\$10.00/includes labor
Install door sleeve	\$12.00/includes labor
Keys (each)	\$ 2.00
Lockout service After hours (highrise only)	\$30.00

Keys not returned upon vacate (per door)	\$25.00
Door stop molding (inside wood trim)	\$ 6.00
Closet Knobs	\$ 3.00
Closet Rod	\$ 6.00
Kitchen cabinet knob/handle	\$ 3.00
Cabinet doors	\$42.50
Cabinet Drawers	\$25.00
Sheetrock	\$13.00 per sheet
Switchplate/outlet covers	\$ 1.00
Ceramic tile replacement	\$ 1.00/sq ft + Labor @ .75 hr.
Shower Rod	\$ 8.00
Towel Bar	\$ 6.00
Toilet Paper holder	\$ 5.00
Door Latch	\$ 5.00
Throw bolt	\$ 8.00
Privacy Lock	\$10.00
Passage Set	\$ 8.40
Door Replacement	MPHA cost
Shower Curtain	\$ 5.00
Handrail replacement	\$25.00
Ceramic or vinyl tile	\$ 2.50
Toilet Paper roll holder	\$ 1.00
Carpet Replacement	Actual Cost

10. EXTERIOR ITEMS: (FAMILY):

Lawn Mover (push type - each)	\$65.00
Sod (installed)	\$ 1.50/roll
Trash carts (City of Mpls.) replacement after initial provision	\$56.00
Outside dryer vent cover	\$ 4.00
Outside faucet handle	\$ 4.00
Exterior outlet cover	\$ 7.00
Fence gate latch/handle	\$ 8.00
Stair treads	36" \$ 6.00
	46" \$ 8.00
Downspout extenders	\$ 1.00/ft

11. EXCESS UTILITY CONSUMPTION:

Air conditioner (June, July and August)	\$25.00/month
If a Tenant has outstanding air conditioner charges, MPHA will not allow further use of an air conditioner	
Tenants with air conditioners in the window or sleeve will be charged regardless of usage	
Freezer (12 months)	\$ 4.00/mo.
Additional Freezer	\$ 8.00/mo. Only one additional freezer or refrigerator
Additional Refrigerator	\$ 25.00/mo
Misuse (wasting) of Utilities	\$ 10.00

12. MISCELLANEOUS CHARGES:

Key Tag	\$10.00 (replacement of all functional tags and Medical)
Failure to recycle	\$7.00/mo. (scattered site and Glendale only)
Furnace Filter	\$15.00
Flood lamp	\$3.00
Snow Removal	\$45.00 minimum
Grass Cutting	\$45.00 minimum
Fire Damage/sprinkler damage Maximum Charge	\$5,000
Globe	\$3.00
Transfer charge	(See Part IX) the transfer charge must be paid prior to the unit offer
	\$400.00 for Tenants living in PH unit <5 years
	\$200.00 for Tenants living in PH unit 5 & 10 years
Transfer holdover	\$10.00 per day highrise unit,
	\$40.00 per day Family unit
Returned check charge	\$15.00
Removal of volunteer growth (Scattered Site)	\$25.00 minimum
Minimum charge for staff to clean stove burners	\$25.00 minimum
Painting of smoke damaged unit	\$100.00 minimum
Moving and storage	Actual Cost
Removal of abandoned property	Actual cost
Damage due to Frozen/Burst Pipes Minimum	\$20.00
Maximum	\$5,000
Work requested after hours (not an emergency)	\$40.00
Food fires after hours (where staff responds)	\$40.00
Closing windows from November through March	\$10.00 (business hours)
Photo copies	\$00.25
Maximum charge for any Tenant caused damage	\$5,000
Damage caused by wheelchairs or scooter	actual cost
Not removing car from lot when maintenance or snow plowing occurs and the car is not towed	\$15.00
Leaving garbage containers on curb for over 24 hours after trash pick-up	\$15.00
Retrieving keys from elevator shaft	actual cost, MPHA or Vendor
Air Mattress	\$27.00 Queen
	\$22.00 Single
Mattress Covers	\$18.00 Single
	\$20.00 Full
	\$23.00 Queen

All other charges shall be made on the basis of material plus labor utilizing the following prevailing hourly labor rates, overtime rates apply for after hours service or actual fee charged by vendor, which includes vendor's hourly rate plus travel time.

Service Maintenance Specialist	\$14.25/hour
MPHA Carpenter	\$24.00/hour
MPHA Painter	\$23.50/hour
MPHA Stationary Engineer	\$21.90/hour

MPHA Electrician
Seasonal Laborer

\$40.00/hour
\$ 5.00/hr.

13. A tenant in any civil action shall pay Court ordered or awarded fees, costs, expense or other monetary amounts to MPHA. .

GUIDELINES FOR DETERMINING ORDINARY WEAR AND TEAR

1. Management will inspect the unit with the Tenant upon move-in and note any existing problems, as in accordance with the lease.
2. Management will provide a copy of the move-in Inspection to the Tenant.
3. When determining charges for appliance repairs, the age of the appliance will be considered in determining whether the repair was due to Tenant abuse or neglect.
4. Structural damage or deficiencies will be noted when determining ordinary wear and tear.
5. The number of service calls on a specific item shall be considered when determining whether there was Tenant abuse/neglect.
6. The length of the tenancy shall be considered, along with the other considerations.
7. Tenant will be charged for damage caused by smoking, including the extra clean up and painting required.

APPENDIX “D”

HOUSEKEEPING STANDARDS

1. INTRODUCTION

Maintaining a clean Unit is the responsibility of the Tenant. Management will conduct at least an annual Inspection to assure that the Unit is being maintained properly.

Repairs are the responsibility of management or the Tenants, depending upon the nature of the damage or breakage. It is always the responsibility of the Tenant to report all deficiencies, damages or breakages to MPHA. The Units are leased in very good condition, free of defects and deficiencies. However, if you observe a defect or deficiency during the move-in Inspection, please see that it is noted on the Inspection form.

It is important that you call us when you need repairs. There is usually no charge for repairs unless you caused the damage. MPHA fully expects normal wear and tear over time.

Tenants who are elderly or have a disability are cautioned to avoid doing any repairs or cleaning that might endanger their safety. Arrangement for assistance should be made by the Tenant.

2. PEST CONTROL

Tenants are responsible for assuring that the condition of their Unit does not contribute to pest infestation or provide habitat for pests, including cockroaches, mice and bed bugs. Tenants must inform Management of pest control problems. The Tenant will follow cleaning standards listed in number 3 below. If the Tenant has not prepared for MPHA pest control vendors to treat the unit or that the condition of the unit is contributing to a pest infestation, the Tenant will be charged according to the Sales and Service Charge Schedule. Cockroaches need only a small amount of food to survive, all food sources, including food spills and crumbs, must be promptly cleaned.

Tenant shall prepare their unit for pest control treatment as explained in the pest control treatment notice.

When a bed bug infestation is evident, MPHA may require the Tenant to discard all infested personal belongings. The failure to discard infested items may lead to the termination of the lease with MPHA. MPHA is not responsible for bed bug infestation and will not reimburse Tenants for items that need to be discarded. All Tenants will refrain from bringing discarded items, including any items in the dumpster area, into the building, because these items may cause pest infestations.

3. CLEANING

Cleaning is the responsibility of the Tenant. The Tenant, if available, should accompany staff on walk through of annual and any other Inspections.

A. ALL ROOMS

All rooms shall be kept free of clutter and excess storage. Personal items shall be stored to reasonably permit the circulation of air, inhibit the growth of mold, and permit the Inspection of walls, corners, floors.

- 1) Walls and ceilings surfaces shall be free from the accumulation of dirt, cobwebs, marks, mold, adhesives and grime.
- 2) Floors, baseboards and corners shall be free from the accumulation of dirt, grease and built-up wax. MPHA carpet shall be free of the accumulation of dirt, litter, paint and stains. Tenants' carpet and rugs shall be clean and sanitary. Any stairs shall be free of clutter. No phone cords, extension cords or cable wire can run across the floor in traffic areas that would create a tripping hazard.
- 3) Doors need to fully open. Baseboards to the maximum extent shall be accessible.
- 4) Window glass and screens shall be free from the accumulations of dust, dirt and smudges. The window frame and sills shall be free from dust, dirt and mold. Window tracks shall be free from dust, dirt and debris and dead insects so that windows open and close smoothly. All window coverings such as shades, curtains, drapes, blinds, etc., shall be clean and not in a damaged condition to such an extent that they are an eyesore.
- 5) Doors, hardware, handrails and room trim shall be free from the accumulation of dust, dirt and grease. Sliding door tracks shall be free from dust and debris so that they slide smoothly. Clothes, clothes hangers, bags or other objects may not be hung from any door handle or the top of the door. No object may interfere with the closing and latching of doors.
- 6) Electrical fixtures, outlets and cover plates shall be free from paint, dust, grease and grime.
- 7) Heat vents, radiators and cold air returns shall be free of visible dust, dirt, debris, food, grease and grime. Only the covers on cold air returns should be removed for cleaning. Personal items may not block heat vents, radiators and cold air returns.

B. KITCHEN (Also includes all items in Section A.)

- 1) Cabinets, cupboards, drawers, counter tops and pantry area shall be free of the accumulation of grease, grime, sticky substances, dust, paint, food spills and splatters.
- 2) Stove: The entire outside and inside of the range and oven including the knobs, drip pans, burners, grates, trim rings, the area under drip pans, inside oven, cook tops, racks, range hood and broiler pan shall be free from grease, dust, dirt, food spills and burnt on substances. Upon request, from highrise Tenants, MPHA will move stove and refrigerator for Tenant and return after the Tenant has completed cleaning behind the appliances.
- 3) Refrigerator: The entire outside and inside surfaces including the racks, trays, shelves, etc., shall be free from food spills, sticky substances, spoiled foods and accumulations of frost more than one-fourth inch thick. Defacement of surface is not allowed (stickers, adhesive backers).
- 4) Plumbing fixtures shall be free from dirt, grease and grime.

C. BATHROOM (Also includes all items in Section A.)

- 1) Shower walls, floor, tub, sink, medicine cabinet, exhaust fan and cover, etc. shall be free from the accumulation of mold, dirt, grime, paint splatters or other residue.
- 2) Toilet: Inside and outside of toilet bowl, tank and seat shall be free from stains, dirt, grime and odors.
- 3) Accessories: Towel bars, grab bars, shower seats, faucets, etc., shall be free from mold, dirt, grime, paint or other residue.

D. STORAGE

- 1) Combustibles or flammables shall not be stored in the dwelling unit. In family developments nothing shall be placed within three feet of the furnace, water heater or vent pipes (this is a major fire hazard). This area shall be free from loose dirt, litter, and cobwebs. Clothes shall not be thrown on the floor.
- 2) Perishable foods shall be properly refrigerated. No food or other items except clean cooking utensils shall be stored in the oven. Bulk foods are not to be stored in their original cloth or paper-based containers; these items must be stored in insect and rodent-proof containers. All refrigerated or frozen foods shall be stored in containers or properly wrapped in foil, plastic wrap, freezer wrap, etc.
- 3) All personal property shall be stored in a manner to allow proper air circulation and swift exit in case of emergency and in a manner that will not attract pests or create a health or fire hazard. Items must be neatly stacked on shelves or in boxes and placed to allow for a safe traffic flow.

E. TRASH AND GARBAGE CONTAINERS:

All trash and garbage shall be stored in appropriate rodent-proof and leak-proof containers. Plastic liners are recommended; however, paper bags may be used. All discarded food and wet garbage must be wrapped and disposed of every day if paper bags are used instead of plastic liners. All grease and food spills shall be washed from both the inside and outside of the trash and garbage container. All trash and garbage must be sealed in bags or wrapped up before being put down the trash chute. Items that are too large to fit down the chute must be brought to the area on the first floor or area outside of building designated for such items.

Family development Tenants will be provided with City of Minneapolis trash carts at no cost to the Tenant at move-in. Containers for recycling items are also provided by the City. It is expected that all Tenants will participate in recycling. The monetary penalty imposed on MPHA by the City for Tenants who do not contribute items for recycling will be charged to the Tenant. (See Sales and Service Charge, Schedule.)

All Tenants shall refrain from leaving dirt, litter, trash or garbage in the public hallways, community spaces, laundry rooms, entries, grounds, etc., or soiling these areas or building furniture. Garbage is to be deposited only in the trash containers located in any of the public areas. All Tenants will refrain from bringing discarded items into the building from the dumpster area, because these items may promote pest infestations.

F. REPAIRS

It is the responsibility of the Tenant to notify the Work Order Department immediately when MPHA equipment doesn't work right or when repairs or pest control are needed

- 1) Walls, ceiling, doors and room trim: There shall be no holes in walls or ceilings other than small holes made for hanging pictures or plants. Objects such as pictures may be hung on walls. Only picture nails or proper ceiling hooks or concrete anchors may be used to secure objects. Avoid making numerous and excessively large holes. Hardware shall be in good working condition.
- 2) Floors shall be free of broken or missing tile, gouges, holes, burns, etc. Any such conditions must be reported to management.
- 3) Windows and screens: Windows shall be free from open cracks, chips, holes or missing glass. Corner cracks under 4" long running between adjacent window edges are acceptable as long as the two (2) pieces of glass are flush and tight. Windows shall open and close easily. In the event repair is needed, the Work Order Department should be notified for repair. Furniture may not block windows.
- 4) Electrical and plumbing fixtures shall be in good working condition and intact.
- 5) Cabinets, counter tops and shelves shall be intact without burns, gouges, and breakage. Any such conditions must be reported to management. Hardware shall be in good working condition.
- 6) Appliances shall be intact and in good working condition.
- 7) Smoke detectors: no covering, disconnecting or other tampering with smoke detectors is allowed. This is a Minneapolis City code item and is also a lease violation.
- 8) Other items, grates, grilles, vents, radiators, thermostats, etc., shall be intact and in good working condition.
- 9) Air Conditioner sleeves: The Tenant shall immediately call the Work Order Department if cold air is entering the unit through the air conditioning sleeve or cover.

ADDITIONAL HOUSEKEEPING STANDARDS - TENANTS IN ROWHOUSE DEVELOPMENTS AND SCATTERED SITE HOMES:

1. EXTERIOR PROPERTY AREAS (Areas outside your apartment or house)

A. STANDARD

Yards shall be neat and free from rubbish, garbage or litter. This includes the grass, walks, steps, parking lots, parking pads, sheds, alley, patios, balconies, decks, window wells, and other grounds as assigned to the individual dwelling.

B. YARD MAINTENANCE

All weeds and volunteer growth shall be removed along foundations, privacy fences, walks, steps, and window wells. Bushes and hedges shall be trimmed each year in Scattered Sites.

Grass shall be cut often enough so that it will never exceed five (5) inches in height. Yards shall be kept free from the accumulation of leaves or long, cut grass.

Constant or repeated heavy traffic over the same area by the Tenants or their guests will cause or contribute to the wearing down of grass or erosion of soil. Such damage is chargeable to the Tenant.

Gardens are permitted with Management's prior written approval. However, there may be additional charges to restore the yard to its original condition. There shall be no damage to trees and shrubs that would inhibit growth or detract from their appearance.

- C. **GARAGES, FENCES, GATES AND HARDWARE:** Shall be kept in good repair and working condition. Garages shall be free of clutter and excess storage. Storage should be off the floor or easily movable to permit access to walls, floors and corners.
- D. **EXTERIOR STRUCTURE:** The exterior walls and doors of the house or apartment shall be kept free of accumulation of dirt. All window glass shall be kept clean. Tenants shall inform the PHA when there is graffiti on their building, fences, sidewalks, etc. as soon as possible. Any exterior damage to the building such as bent, broken or missing downspout, handrails, storm doors and hardware, security screens, or other property such as sidewalks, etc. shall be reported to the PHA as soon as possible.
- E. **SNOW AND ICE REMOVAL:** Snow and ice shall be removed from all assigned walks and steps within 24 hours of the snowfall as per Minneapolis City Code.

DEFINITIONS

accumulation	a heap, pile of collection
adhesive	a substance such as glue, cement or tape
baseboard	board or covering at bottom of the wall
bulk food	large quantity of food sold in paper, plastic or cloth bags; foods that are not packaged
burn	marks caused by a hot item such as a hot pan, cigarette, iron, etc., being placed or dropped on a surface
burnt on food	food on surfaces of stove that has been burned or baked (black or brown in appearance)
clutter	items not in an orderly condition such as clothes, newspaper, boxes lying around
cobwebs	webs caused by spiders or dust
combustible	material capable of burning and is easily ignited
cuts	made by sharp object, such as a knife, that penetrate the surface
debris	the scattered remains of something broken or destroyed, or items improperly discarded

dirt	a filthy or soiling substance, such as mud, dust or grime
dust	light, fine, dry particles of dirt
flammable	capable of being easily ignited and burning or exploding very quickly.
flush fitting	fitting tightly together, no movement between parts; example, baseboard around wall
food spill	food that has been dropped on surfaces
free from	nothing there, such as no grease, dirt, grime, etc.
garbage	discarded remains of food
gouges	grooves or holes in floor, counter tops, etc.
grease/greasy	oily in appearance, sticky or slippery to touch
grime	soot, dirt, substances embedded in a surface
intact	not damaged, not broken, not cracked or defaced
normal wear and tear	regular use (excluding abuse) which contributes to the "wearing out" of an object over its normal life expectancy
perishables	food that will spoil unless properly stored
ragged condition	downgrades the appearance of the building
residue	something that remains on a surface, such as a film or scum from soap, dirt, etc.
rubbish	trash or garbage
scratch	a mark that penetrates the surface
smudge	excessive blurry spots or streaks
splatter	drops of food, paint, etc., on surface
stain	an unremovable soiled or discolored spot
sticky substance	glue, food grease, honey, sugar, etc.
trash	worthless or discarded non-food items
wax build-up	several layers of wax on the floor, baseboard, or other surfaces

APPENDIX "E"

SPECIAL HOUSING SITUATIONS

1. ELDERLY-DESIGNATED OCCUPANCY

MPHA has 12 highrise buildings are Elderly Designated for occupancy by persons or families whose head or spouse/co-head or sole member is 62 years of age or older or near elderly (50-62).

*1815 Central Ave NE	February 8, 1995
1314 - 44th Avenue North	February 8, 1995
2728 East Franklin Avenue	February 8, 1995
*1717 Washington St. NE	December 14, 1995
*115 West 31 St.	January 27, 1997
3110 Blaisdell Ave S	January 27, 1997
*600 - 18th Avenue North	September 9, 1999
*1710 Plymouth Avenue N	October 16, 2001
2533 1st Ave S	October 23, 2001
828 Spring St NE	May 15, 2003
350 Van White Memorial Blvd	March 1, 2006
630 Cedar Ave	Not yet Designated

*Units in these buildings which are especially designed to be accessible to persons with handicaps or disabilities may be leased to persons in need of that accessibility regardless of age, if no elderly or near-elderly applicant or Tenant is in need of the adaptation.

Implementation of the elderly designation occupancy policy was to be phased in. The initial phase involved conversion of three highrises, 1815 Central Avenue Northeast, 1314 44th Avenue North, and 2728 East Franklin Avenue South, which were designated on February 8, 1995. Since that time eight other buildings have been designated as indicated in **bold** above. As of March 2006, 1,865 of MPHA's 4,958 highrise units have been designated. Additional highrise buildings will be designated as approved by the designation committee. No Tenant of an "elderly-only building" will be required to move as a result of his or her building's designation. Tenants will be allowed to transfer out of a building Elderly Designated if they wish to do so. The transition of a highrise becoming Elderly Designated will be gradual and handled through normal attrition and according to the following:

- A. When a building is first Elderly Designated vacant units will be filled first with current Tenants, 62 years of age and older, who wish to move out of a general occupancy building into an Elderly Designated building. This is a one-time-only transfer opportunity to move under this plan.
- B. The next block of current Tenants who would be offered a chance to move into an elderly-only building (as a one-time-only opportunity) would be the "near-elderly" family head of household who is 50 - 61 years old.
- C. MPHA will offer current Tenants a one-time transfer opportunity to allow "elderly" and "near-elderly" Tenants to move into designated buildings when they attain the required age; as well as to all "non-elderly" individuals and families an opportunity, should they so desire, to move to general occupancy building.

- D. If there are still vacant units available, those units would first be offered to an approved "elderly" applicant currently on MPHA admission waiting list who wishes to live in an "elderly-only building." If there are still units available, the next group of approved applicants who would be offered a chance to live in a designated building would be "near-elderly" persons who wish to live in an "elderly-only" building.
- E. If a vacant unit in designated buildings is still vacant after 60 days, and there are no "elderly" or "near-elderly" applicants who will move into the unit, it will then be offered to other applicants on the waiting list, regardless of their age, in their order on the waiting list.

2. **SPECIAL HOUSING PROGRAMS**

There are a number of Special Housing Programs operated on MPHA premises which are administered by community service agencies. The purpose of these programs is to provide program participants with assistance and supportive services.

- A. Eligibility Criteria: Applicants for any of the Special Housing Programs must meet MPHA's general eligibility criteria as set forth in Part II. In addition, each Special Housing Program has its own specific eligibility requirements.
- B. Special Housing Programs Include:
 - 1) **SEARCH - 630 Cedar Avenue South**
This program provides adults who have a primary diagnosis of epilepsy with 24-hour emergency assistance and monitoring services. Clients are also taught independent living skills and can receive individual counseling and support services necessary to attain their goals. Maximum capacity 16 Tenants
 - 2) **NEW BEGINNINGS (Accessible Space) - 1707 3rd Ave S**
This program provides traumatically brain injured, mobility impaired, and physically disabled adults support services which include: Case management; encouraging development of social, employment related and/or independent living skills, personal care services, assistance with cooking and cleaning and 24 hour staff coverage.

Maximum capacity is 20 Tenants.
 - 3) **SIGNE BURCKHARDT MANOR - 2533 1st Avenue South**
This location is used solely for services to frail adults. Services provided are: On site nursing 12:30-5:00 p.m., Monday-Friday, on call nursing after hours, assistance with personal care, case management, three nutritionally balanced congregate meals, weekly housekeeping, weekly laundry, 24 hour emergency response, assistance with medications, and planned recreational activities.
 - 4) **LYNDALE MANOR- 600 18th Ave N**
This program provides services to frail and elderly adults as well as adults with disabilities who require assistance with independent living. Service provided are: three balanced meal a day, homemaker/chore services -- housekeeping and other services provided as needed, home health aide/home nursing -- nursing and personal care at home as needed, 24 hour emergency response, and case management.

The maximum capacity for this program is 30 Tenants.

5) **GRACE PLACE- 630 Cedar Avenue South**

This program began in January 1999 and provides services to frail, elderly and disabled Tenants. Grace Place offers a unique blend of services that provides culturally specific programming to Korean elders.

Their goal is to serve 30 people.

6) **PARKER SKYVIEW- 1815 Central Ave North East**

This program provides services to frail and elderly adults, as well as adults with handicaps/disabilities who require assistance with independent living. Services provided are: Assistance with personal care, case management, two nutritionally balanced congregate meals daily, weekly housekeeping assistance, emergency response 7:00 a.m. - 11:00 p.m., assistance with medications, weekly bathing assistance, planned recreational activities, and on-call nursing.

The maximum capacity for this program is 40 Tenants

7) **HERITAGE COMMONS ON PONDS EDGE 350 Van White Memorial Blvd**

This program provides services to frail and elderly adults, as well as adults with disabilities who require assistance with independent living. Services provided are: assistance with personal care, case management, two nutritionally balanced congregate meals daily, weekly housekeeping assistance, emergency response -24 hours a day, assistance with medications, bathing assistance, planned recreational activities and on-call nursing.

The maximum capacity for this program is 40 Tenants.

10) **THOMAS F. FEENEY MANOR 901 4TH ST**

The first public housing community in the nation to offer enhanced assisted living and comprehensive memory care housing with services. Feeney Manor consists of 48 units of subsidized housing with enhanced assisted living services. These services provide older adults an opportunity to live life to the fullest with needed supportive services tailored to their unique needs and preferences. Feeney Manor was designed with “Green” technologies utilizing renewable energy resources and incorporating carbon footprint reducing technologies.

11) **NORTHSIDE ACHIEVEMENT ZONE: Scattered Site Homes in North Minneapolis**

The Northside Achievement Zone (NAZ) exists to close the achievement gap and end generational poverty in North Minneapolis. The NAZ geographic “Zone” is a Racially Concentrated Area of Poverty. It is a contiguous 13- by 18-block area in North Minneapolis that is the apex of poverty, violence and low educational achievement in the region. It is bounded by 35th Avenue on the north, West Broadway on the south, I-94 on the east and Penn Avenue on the west.

12) **TOUCHSTONE: Touchtone Mental Health was founded in 1982 and provides cutting-edge programs and services to adults living with severe mental illness. The goal is to reduce isolation through a community of support. Touchstone is dedicated to providing services where and when needed to help each person manage their mental illness and remain out of the hospital.**

APPENDIX “F”

FLAT RENTS

Effective January 1, 2015

Flat Rents will be calculated as no less than 80% of the Fair Market Rents

Highrise Units

Studio	One Bedroom			
\$512.00	\$636.00			

Rowhouse Units

One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	
\$636.00	\$796.00	\$1122.00	\$1324.00	

Scattered Site Units

Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Six Bedroom
\$796.00	\$1122.00	\$1324.00	\$1524.00	\$1722.00

APPENDIX “G”

SCHEDULE OF SECURITY DEPOSITS

Highrise Units

All highrise units regardless of size				
\$150.00				

Rowhouse Units

One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	
\$150.00	\$150.00	\$200.00	\$250.00	

Scattered Site Units

Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Six Bedroom
\$300.00	\$350.00	\$400.00	\$400.00	\$400.00

APPENDIX “H”

APPLICANT SCREENING GUIDELINES

In compliance with federal regulations 24 C.F.R. § 960.203(d), MPHA will give each applicant consideration “to the time, nature, and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.”

MPHA will not consider the crimes after the elapsed timeframe listed below except for lifetime bans, if the crime is the sole reason for denying admission to low income housing. This chart does not limit or otherwise impact other MPHA screening criteria that consider past, present and/or likely future behavioral, financial, and personal conduct.

If a crime found on an applicant’s criminal background check is not included on this list, MPHA will determine the appropriate length of time after sentence completion before the applicant meets MPHA’s criteria for admission. MPHA may consider a similar crime on the list, the offending conduct and the length of the sentence.

Definition of Sentence are the conditions ordered by the court when a Conviction occurs and includes the time on probation and parole.

Definition of a Conviction is the final judgment including but not limited to a finding of guilty, a plea of guilty, an Alford plea, nolo contendere, no admission, continuance for dismissal and a continuance without prosecution and does not include a pardon or a reversal.

Regardless of the timeframes in these Guidelines, MPHA may deny an application based upon a pattern and practice of misconduct.

<u>Criminal Activity</u>	<u>Criteria for Admission</u>
1. Arson	10 years after sentence is complete
2. Assault	
A. Fifth Degree	2 years after sentence is complete
B. Fourth Degree	2 years after sentence is complete
C. Third Degree	2 years after sentence is complete
D. Second Degree	5 years after sentence is complete
E. First Degree	5 years after sentence is complete
3. Burglary	3 years after sentence is complete
4. Child Endangerment	3 years after sentence is complete

5. Damage to Property	1 year after sentence is complete
6. Disorderly Conduct	1 year after sentence is complete
7. Disorderly House	1 year after sentence is complete
8. Domestic Assault	
A. Misdemeanor	2 years after sentence is complete
B. Gross Misdemeanor	2 years after sentence is complete
C. Felony	5 years after sentence is complete
9. Drugs	
A. Intent To Sell/Distribute	5 years after sentence is complete
B. Loitering with Intent	2 years after sentence is complete
C. Manufacture of Meth	Banned for life
D. Possession of Controlled Substance or Paraphernalia	3 years after sentence is complete
10. Eviction or Lease Termination from Housing for Drug-Related Criminal Activity	5 years after eviction or lease termination
11. False Imprisonment	3 years after sentence is complete
12. False Information	<u>2 years after sentence is complete</u>
13. Fraud	
A. General	2 years after sentence is complete
B. Federal Public Assistance Programs	5 years after sentence is complete
14. Hate/Bias Crimes	3 years after sentence is complete
15. Indecent Conduct/Indecent Exposure	2 years after sentence is complete
16. Identify Theft	3 years after sentence is complete
17. Interference with an Emergency Call	2 years after sentence is complete

18. Kidnapping	5 years after sentence is complete
19. Malicious Punishment of a Child	3 years after sentence is complete
20. Murder/Manslaughter	5 years after sentence is complete
21. Possession of an Illegal Weapon or Illegal Discharge of Weapon	3 years after sentence is complete
22. Public Urination	1 year after sentence is complete
23. Robbery	
A. Aggravated	5 years after sentence is complete
B. Simple	3 years after sentence is complete
24. Sex Crimes	
A. Criminal Sexual Conduct	5 years after sentence is complete
B. Promoting or Soliciting	5 years after sentence is complete
C. Prostitution	3 years after sentence is complete
D. Currently Registered Sex Offender	5 years after registration expires
E. Lifetime Registered Sex Offender	Banned for life
25. Terroristic Threats	2 years after sentence is complete
26. Theft/Shoplifting/Check Forgery, Credit Card Fraud/Related Crimes	
A. \$500 or less or a sentence of 90 days or less	6 months after sentence is complete
B. \$501 to \$1000 or a sentence of 91 to 364 days	1 year after sentence is complete
C. \$1001 to \$5000 or a sentence of 1 to 5 years	2 years after sentence is complete
D. \$5001 or more or a sentence of more than 5 years	3 years after sentence is complete
27. Trespass	Once trespass is removed

DEFINITIONS

1. **ARSON** – The intentional burning of a building, dwelling or structure.
2. **ASSAULT** – An act done with intent to cause fear in another of immediate bodily harm or death. Assault does not necessarily include actual contact.
3. **BURGLARY** – An act when one enters a building or dwelling without permission and with the intent to commit a crime, or enters a building or dwelling without permission and commits a crime while in the building or dwelling.
4. **CHILD ENDANGERMENT**- When one intentionally or recklessly causes or permits a child to be placed in a situation likely to substantially harm the child’s physical, mental or emotional health.
5. **CONFLICT OF LAW** – If any applicable law, regulation or ordinance conflicts with these guidelines, the law, regulation or ordinance shall control where applicable. In such cases the remaining portions of the guidelines will remain in effect. Also, to the maximum extent permitted the guidelines shall control.
6. **CONTROLLED SUBSTANCE** – Is defined by 21 U.S.C. § 802 or as amended or renumbered.
7. **CRIMINAL SEXUAL CONDUCT (CSC)** – Engaging in unlawful sexual conduct with another person.
8. **DAMAGE TO PROPERTY** – The act of damaging another’s property.
9. **DISORDERLY CONDUCT** – Behavior that tends to disturb the public peace, offends public morals, or risk public safety.
10. **DOMESTIC ASSAULT** – Assault on a family or household member.
11. **DRUG-RELATED CRIMINAL ACTIVITY** – The illegal manufacture, sale, distribution, use, or possession of a controlled substance and includes a petty misdemeanor.
12. **FALSE IMPRISONMENT** – A confinement or restraint of a person to a bounded area without justification or consent.
13. **FALSE INFORMATION** – Willingly or knowingly giving false information to the police.
14. **FRAUD** – A misrepresentation of a present or past fact by false allegations or deception, which causes another to rely upon it.
15. **HATE/BIAS CRIMES** – A crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of any person.
15. **IDENTITY THEFT** – The fraudulent taking and use of another’s identifying or personal data or documents.
16. **INDECENT CONDUCT/INDECENT EXPOSURE** – Engaging in or offering or attempting to engage in: lewd or lascivious conduct; sexual intercourse or other sexual conduct; indecent or lascivious exposure or use of the human body, or any part thereof; or fondling the unclothed genitals of him/herself or another person in a public place.

17. **INTERFERENCE WITH AN EMERGENCY CALL** – Obstructing or attempting to obstruct another from calling the police, paramedics, or 911.
18. **KIDNAPPING** – The act of seizing and taking away a person without their consent or, if the person is under 16, without the consent of the person's parents or other legal custodian.
19. **MALICIOUS PUNISHMENT OF A CHILD** – Punishing a child in such a way that is almost certain to cause injury, without just cause or excuse.
20. **MANSLAUGHTER** – Criminal negligence or commission of a crime that results in the death of a person.
21. **MURDER** – Unlawful killing of a person, either from an intent to kill or as the result of an act so reckless that it demonstrates a complete lack of regard for human life.
22. **PAROLE** – Release of a prisoner from imprisonment before the full sentence has been served; although not available under some sentences, parole is usually granted for good behavior on the condition that the parolee regularly report to a law enforcement officer for a specified period.
23. **PROBATION** – A court-imposed criminal sentence that, subject to stated conditions, releases a convicted person into the community instead of sending the person criminal to prison.
24. **PROSTITUTION** – Engaging, offering or agreeing to engage in sexual penetration or sexual contact for hire.
25. **PUBLIC URINATION** – Any person who urinates or defecates on any public street, alley, sidewalk or floor of any public building or of any building where the public gathers or has access, or in any other place, whether public or private, where such act could be observed by any member of the public, except in such place that has been designated as a restroom.
26. **ROBBERY** – Taking another's property without the owner's consent by violence or intimidation.
27. **SENTENCE** – The punishment ordered by the court to be imposed upon a person convicted of a crime and includes the time on probation and parole.
28. **TERRORISTIC THREAT** – A threat to commit any crime of violence with the purpose of terrorizing another or causing the evacuation of a building.
29. **THEFT** – Taking another's property without the owner's consent. Includes but is not limited to theft by deception or trick, embezzlement, larceny, swindling, shoplifting, check forgery and auto theft.
30. **TRESPASS** – An unlawful interference with one's property or rights. This may include entering or remaining on another's property when one knows he is not authorized to be there.

APPENDIX “I”

APPLICANT HEARING RULES

1. The Hearing Officer(s) are in charge of the hearing.
2. The hearing shall be orderly. A hearing officer may remove from the hearing, any person who is disorderly.
3. All participants shall turn off cell phones, pagers and other similar devices during the hearing.
4. Either party, at their own expense, may make an audio recording of the hearing or arrange for a court reporter’s transcript. Video recordings are not permitted. Upon request, either party will provide a copy of the audio recording and transcript to the other party at actual cost or as permitted under the Rules of Civil Procedure.
5. The MPHA shall present its case first so that the issues are stated.
6. The parties may present oral and documentary evidence relevant to the case.
7. The hearing is not subject to judicial rules of evidence and a hearing officer may allow hearsay evidence.
8. An attorney or another person may represent the applicant at the applicant’s expense.
9. The applicant may question witnesses and present witnesses, documents and arguments to support their position and to dispute MPHA’s evidence.
10. A Hearing Officer may ask questions relevant to the issues of the applicant, MPHA or any witness.
11. If an applicant asks for a reasonable accommodation or timely asks for VAWA protection during the hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
12. MPHA has the burden to show that the denial of admission complies with admission standards. However, the applicant has the burden to show that grounds exist for a reasonable accommodation and a VAWA request.
13. The Hearing Officer(s) shall base their decision solely on the relevant evidence presented at the hearing and shall not make any settlements or agreements with the applicant.
14. In making the decision, the Hearing Officer(s) will consult amongst themselves and may not consult with anyone else.
15. MPHA will mail a copy of the Hearing Officer(s)’ decision to the applicant within 10 working days or within a reasonable time.
16. If the applicant does not agree with the officers’ decision, the applicant may appeal to a court of law.
17. If MPHA does not agree with the officers’ decision, it may ask the MPHA Board of Commissioners to review and overturn the decision.
18. Legal memoranda or other written arguments are not evidence. A memorandum shall be in the format listed below.¹ An MPHA attorney must receive the memorandum or argument five business days prior to the hearing date.

¹ A memorandum is limited to three 8 ½ x 11 pages in length and shall have no more than 1050 words or be in a mono-spaced font and contain no more than 96 lines of text. The applicant shall deliver a written request for an enlarged memorandum to a MPHA attorney, 10 days before the memorandum is due.

APPENDIX “J”

TENANT HEARING RULES

1. The Hearing Officer(s) are in charge of the hearing.
2. The hearing shall be orderly. A Hearing Officer may remove from the hearing a person who is disorderly.
3. All participants shall turn off cell phones, pagers and other similar devices during the hearing.
4. Either party at their own expense may make an audio recording of the hearing or arrange for a court reporter's transcript. Video recordings are not permitted. Upon request, either party will provide a copy of the audio recording and transcript to the other party at actual cost or as permitted under the Rules of Civil Procedure.
5. The MPHA shall present its case first so that the issues are stated.
6. The parties may present oral and documentary evidence relevant to the case.
7. The hearing is not subject to judicial rules of evidence and a hearing officer may allow hearsay evidence.
8. An attorney or another person may represent the tenant at the tenant's expense.
9. The tenant may question witnesses and present witnesses, documents and arguments to support of their position and to dispute MPHA's evidence.
10. Hearing Officer(s) may ask questions relevant to the issues of the tenant, MPHA or any witness.
11. If a tenant asks for a reasonable accommodation or timely asks for VAWA protection during the hearing, MPHA may reschedule the hearing if the request is related to the reason for the hearing.
12. Tenant must show they are entitled to the relief sought; MPHA has the burden to show its action is justified. However, the Tenant has the burden to show that grounds exist for a reasonable accommodation and a VAWA request.
13. The Hearing Officer(s) shall base their decision solely on the relevant evidence presented at the hearing and shall not make any settlements or agreements with the tenant.
14. In making the decision, the Hearing Officer(s) will consult amongst themselves and may not consult with anyone else.
15. MPHA will mail a copy of the Hearing Officer(s)' decision to the tenant within 10 working days or within a reasonable time.
16. If the tenant does not agree with the officers' decision, the tenant may appeal to a court of law.
17. If MPHA does not agree with the officers' decision, it may ask the MPHA Board of Commissioners to overturn the decision.
18. Legal memoranda or other written arguments are not evidence. A memorandum shall be in the format listed below*. An MPHA attorney must receive the memorandum or argument five business days prior to the hearing date.

* A memorandum is limited to three 8 1/2 x 11 pages in length and shall have no more than 1050 words or be in a mono-spaced font and contain no more than 96 lines of text. The tenant shall deliver a written request for an enlarged memorandum to a MPHA attorney, 10 days before the memorandum is due.

APPENDIX “K”

REVENUE RECAPTURE HEARING RULES

1. The Hearing Officer(s) are in charge of the hearing.
2. The hearing shall be orderly. Persons exhibiting disorderly conduct may be removed from the hearing.
3. All participants shall turn off cell phones, pagers and other similar devices during the hearing.
4. Either party at their own expense may make an audio recording of the hearing or arrange for a court reporter’s transcript. Video recordings are not permitted. Upon request, either party will provide a copy of the audio recording and transcript to the other party at actual cost or as permitted under the Rules of Civil Procedure.
5. The MPHA shall present its case first so that the issues are stated.
6. The parties may present oral and documentary evidence relevant to the case.
7. The hearing is not subject to judicial rules of evidence and a hearing officer may allow hearsay evidence.
8. An attorney or another person may represent the former tenant at the former tenant’s expense.
9. Legal memoranda or other written arguments are not evidence. A memorandum shall be in the format listed below*. An MPHA attorney must receive the memorandum or argument five business days prior to the hearing date.
10. The former tenant may question witnesses and present witnesses, documents and arguments in support of their position and to dispute MPHA’s evidence.
11. Hearing Officer(s) may ask questions of the former tenant, MPHA or any witness relevant to the issues.
12. The former tenant must show they are entitled to the relief sought. MPHA has the burden to show its action is justified.
13. The Hearing Officer(s)’ decision shall be based solely on the relevant evidence presented at the hearing and shall not make any settlements or agreements with the former tenant.
14. In making the decision, the Hearing Officer(s) will consult amongst themselves and may not consult with anyone else.
15. MPHA will mail a copy of the Hearing Officer(s)’ decision to the former tenant within 10 working days or within a reasonable time.
16. If MPHA does not agree with the Hearing Officers’ decision, it may ask the MPHA Board of Commissioners to overturn the decision.

A memorandum is limited to three 8 1/2 x 11 pages in length and shall have no more than 1050 words or be in a mono-spaced font and contain no more than 96 lines of text. The tenant shall deliver a written request for an enlarged memorandum to a MPHA attorney, 10 days before the memorandum is due.