

HOUSING AUTHORITY COMMUNITY SERVICE REQUIREMENTS

[24CFR Part 960.605, Subpart F]

TENANT CERTIFICATION - RECEIPT OF REQUIREMENTS

Definition: Community Service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides.
*Note - Political activity is excluded.

Requirement: Except for residents exempted as identified later in this section, each adult resident of a public housing development shall:

- (1). Contribute 8 hours per month (96 hours per year) community service; or
- (2). Participate in an economic self-sufficiency program for 8 hours per month (96 hours per year).

Effective Date: This requirement is effective for all non-exempt residents following execution of the Dwelling Lease, containing these provisions, by the family head of household.

Exempt Individuals: An adult who is:

- (1). 62 years or older;
- (2). Is a person with vision impairment or other person with disabilities who is unable to comply with this section by disability or is a primary caretaker of such individual;
- (3). Is engaged in a work activity as defined under section 407(d) of the Social Security Act, as in effect on or after July 1, 1997;
- (4). Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State (WAGES Program);
- (5). Is in a family receiving assistance under the State program funded under part A of title IV of the Social Security Act or under any other welfare program of the State (WAGES Program) and has not been found by the State or administering entity to be in non-compliance with such program.

Housing Authority Community Service and Economic Self-Sufficiency Program(s):

Community Service Program - The HA has entered into agreements with local non-profit agencies located within the community area(s) seeking volunteers to perform community service activities. Non-exempt household members may secure a list of such organizations from the HA management office(s) for the purpose of participating in their volunteer program(s). In return for the volunteer services performed, the respective non-profit agencies will provide a Certificate of

Service to the Authority, identifying the type, location, and hours such volunteer services were performed by the non-profit household member. The number of hours will be logged by the Housing management staff and included in the household file as documentation of satisfying this requirement.

Economic Self-Sufficiency Program(s) - The HA has established the following programs aimed at promoting economic self-sufficiency for residents in public housing;

- (1). **H.U.G.S.-Helping Underemployed Gain Success**, program to assist non-profit welfare prepare for and obtain, sustain, or improve their employment prospects. Resources available to participants include, but not limited to, transportation, childcare, tuition, medical supplement, employment/career counseling, and case management. Eligibility requirement; Must be in good standing with the HA, execute and remain in compliance/current with the program participation requirements.
- (2). **MICRO Manager** - Program where Housing management selects residents within the public housing communities to develop and perform limited property management skills. Micro Managers coordinate with the housing management staff, on a flexible time basis, in a variety of property management tasks including, but not limited to, distributing notices to residents, reporting security concerns & lease violations, cooperating site access with HA community service contractors and/or volunteer organizations. MICRO Managers may be financially compensated at the minimum wage rate, with stipends not exceeding a total of \$200/month. MICRO Managers are considered participating in a HUD funded training program and are thereby exempt from the Community Service requirement.
- (3). **RESIDENT Manager** - Program where Housing management selects residents within the public housing development communities to perform certain property management activities. Resident Managers coordinate with housing management staff, on a fixed time basis, for specific property management support tasks. Typical duties include limited custodial care on site, facility security checks, alarm monitoring duties, and resident referral to management/maintenance. Resident Managers are compensated for their duties by paying no rent for their living unit. The number of hours worked by the Resident Manager each month is equal to the monthly fair market value of the rental unit, divided by minimum wage. Resident Managers are considered participating in a HUD funded training program and are thereby exempt from the Community Service requirement.
- (4). **MINI LIBRARY PROGRAM** - Program where the HA created a resource learning environment at public housing community centers. The Mini-Library Program(s) are coordinated by the HA through local non-profit agencies. After-school

reading, computer literacy, and other educational programs are conducted at these centers. Non-exempt adult volunteers participating at these centers will receive credit as stated in the previous Community Service Program section.

Specific information about the Housing Authority's Community Service and Economic Self-Sufficiency Programs may be obtained at the resident's public housing management office.

Determining Resident Noncompliance - The Housing Authority will review each public housing family which family members are subject to or exempt from the community service and self-sufficiency requirement and approve the resident's plan to fulfill such requirement, not less than 30 days before the term of the lease expires. If the Housing Authority determines that a resident who is not an exempt individual has not complied with the community service requirement, the Housing Authority will notify the resident:

- (A). Of the non-compliance;
- (B). That the determination is subject to the Housing Authority's Administrative Grievance Procedure;
- (C). That unless the resident enters into an agreement under paragraph (D) of this section, the lease of the family of which the non-compliant adult is a member will not be renewed;
- (D). That before the expiration of the lease term, the Housing Authority will offer the resident an opportunity to cure the non-compliance during the next twelve month period; such cure includes a written agreement by the non-compliant adult to complete as many additional hours of community service or economic self-sufficiency activities needed to make up the total number of hours required within the 12 month term of the lease.

I, _____, by evidence of my signature below do hereby certify that I have read, received, and acknowledged the Housing Authority Policy relating to Community Service requirements. If further understood that, if such Community Service requirements apply to myself or other adult members of my household and such requirements are not completed as stated, my Dwelling Lease may not be renewed.

X _____
Unit address:
Date: _____

WITNESS

Signature

HAStaffTitle: _____

Date: _____